

Risk Assessment For Affinity Rowing Club

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THE CLUB AND ITS CONSIDERATIONS

ARC operates from Denton island. The marina and river provide a safe environment in which to row a Cornish Gig in river or sea. The club is run by its Board, who are responsible for its operation and activities. Newhaven is a busy commercial port so consideration needs to be taken of the Newhaven Dieppe Ferry, the Newhaven Swing Bridge Opening Times, fishing vessels, fishing lines and increased activity of leisure craft in the summer months, which includes motor boats, jet skis, sailing boats, kayaks, other rowing boats and swimmers. These are also present up river, particularly around Piddinghoe and Lewes.

The gig can only be launched from the dock at 4.85m of tide. Typically, a rowing session will last anywhere between 1 and 4 hours depending upon tide, weather and crew capability. On any given day, we have a choice of operating within the harbour, heading up the river Ouse towards Lewes, or out into the outer harbour or Seaford Bay, dependent upon conditions. Our decisions on which route to take is made by the cox and coach. The waters are sheltered and experience has shown rowing is possible in the Harbour in winds up to and including 20-30mph with waves 2-3 ft high (although we may not venture out into the bay), by most crews, in the gigs. Waves showing "white tops", exceptionally heavy rain, sleet, fog, snow, high or low temperatures, all affect the decision and route to row. The decision on where to row, for how long and under what conditions will be the judgement of the cox taking account of weather forecast, tides and crew competence. This is always planned in advance and liaison with the coach and H&S officer is routine.

The gig has a cox bag with amongst other equipment, VHF, Mobile Phone, spare pins, throwline, knife, foil blankets, sea drogue, night & day flares, and a first aid kit. Communications can be made using hand held VHF Marine Mobile Band (MMB) transceivers or mobile phones.

The people in the boat are the focus of the club. All persons will undergo an induction and a level of training before boarding the gig and will be given further training to be confirmed as a competent rower. This will consist of:

- 1) a pre-rowing assessment questionnaire: where any serious illness or injury is discussed and verbal or written permission is given by the treating physician, that the rower is safe to take part in this sport.
- 2) safety brief on their first row: including how to use our life jackets, and how to safely enter and exit the boat.
- 3) sweep stroke session: where the rowers are taught to use the oars whilst the boat is tied to the dock simulating a tank.
- 4) learn to row sessions: until competent, all learners take part in sessions with two competent rowers in the boat and a senior cox.
- 5) coxes training: trained by British Rowing qualified coaches to two levels: river and sea competent. For both, this will include training around hypothermia and cold water shock, man overboard training and calling in an emergency, dynamic risk assessment and rule of the road.

Whilst operating within the Newhaven Harbour Limits it is accepted that all craft must abide by the Port rules and regulations. All directions given by the Harbour Authority will be obeyed. Failure to abide by these rules may result in criminal proceedings against both the cox and the Board. More importantly, failure to do this could potentially cause harm or injury to others or their property.

INTRODUCTION

This assessment summarises the health and safety risks that may be encountered during Affinity Rowing Club's (ARC) activities in Newhaven Harbour that affect its volunteer coxes, volunteer crew, the local port and other port users. It assesses the Likelihood and the potential severity of these hazards; the actions ARC puts in place to reduce the probability and severity.

Likelihood Scores

- 5 = Will probably happen more than once a year
- 4 = Will probably happen once a year
- 3 = will probably happen every 1 - 2 years
- 2 = will probably happen every 2 - 5 years
- 1 = possible but unlikely

Severity Score

- 5 = Life threatening or likely to result in serious injury for one or more person; major property damage, loss of boats
- 4 = Moderate injury or serious discomfort for one or more persons; significant property damage
- 3 = Minor injury or discomfort for one or more persons: moderate property damage
- 2 = Slight injury or minor discomfort for one or more persons: some property damage
- 1 = Very slight or no injury: trivial property damage

Residual Risk score is the Likelihood score multiplied by the Severity Score and is indicated as the remaining risk that remains if all ARC practices are applied to reduce and contain the known risks inherent in Rowing. All ARC crew inductions include a Briefing on Health and Safety on the water and include reference to key safety points.

Residual Risk score

Score	Rating	Action
1 – 5	Trivial Risk	No action is required and no detailed records need be kept.
6 – 10	Tolerable Risk	No major additional controls required. However, there might be a need for minor improvements at limited cost.
11 – 15	Moderate Risk	It is essential that efforts are made to reduce the risk. Additional risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with

		consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determine the priority for improved control measures.
16 - 20	Substantial Risk	Considerable resources might have to be allocated to reduce the risk associated with the activity, if the activity is ongoing or essential then urgent immediate action should be taken.
21 – 25	Intolerable Risk	Activity should not be undertaken until the risk is reduced.

Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
ENVIRONMENTAL					
Poor sea conditions	<ul style="list-style-type: none"> ● Capsize & drowning ● Sea sickness 	<ul style="list-style-type: none"> ● Weather forecast reviewed by cox on the day before the row ● Crew identified prior to day ● Cox holds discretion to abandon row on day and to prevent individuals from participating if there is a risk of injury ● Gig not to leave harbour mouth if advised by port control during routine contact at the beginning of each row ● Cox holds discretion to reduce duration if deemed a control measure ● Briefing for crew to be provided covering seasickness ● Non swimmers not to be on crew ● Cox completes online BR course on risk assessment ● Cox box contains: 1) VHF radio for mayday call and cox carries mobile phone to enable mobile/landline call to 	1	2	2

		emergency services; 2) flares for visual identification; 3) sea anchor			
Cold Weather including ice and snow	<ul style="list-style-type: none"> • Hypothermia • Enhanced risk of environmental injury • Enhanced risk of injury through slippery surfaces 	<ul style="list-style-type: none"> • Weather forecast reviewed by cox on the day before the row • Crew identified prior to day • Cox holds discretion to abandon row on day and to prevent individuals from participating if there is a risk of injury • Gig not to leave harbour mouth if advised by port control during routine contact at the beginning of each row • Cox holds discretion to reduce duration if deemed a control measure • Briefing for crew to be provided covering cold weather clothing and footwear • Cox may advise crew to wash dock with salty water to disperse the ice • Non swimmers not to be on crew 	1	2	2

		<ul style="list-style-type: none"> • Cox completes online BR course on risk assessment, hypothermia and cold water shock • Cox box contains: 1) VHF radio for mayday call and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) first aid kit; 4) snacks 			
Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Hot Weather	<ul style="list-style-type: none"> • Hyperthermia Enhanced risk of environmental injury • Heat stroke • Exhaustion • Dehydration 	<ul style="list-style-type: none"> • Weather forecast reviewed by cox on the day before the row • Crew identified prior to day • Cox holds discretion to abandon row on day and to prevent individuals from participating if there is a risk of injury • Gig not to leave harbour mouth if advised by port control during routine contact at the beginning of each row • Cox holds discretion to reduce duration if deemed a control measure • Briefing for crew to be provided covering protective clothing, sun protection and dehydration • Non swimmers not to be on crew 	2	2	4

		<ul style="list-style-type: none"> • Cox completes online BR course on risk assessment, hypothermia and cold water shock • Cox box contains: 1) VHF radio for mayday call and cox carries mobile phone to enable mobile/landline call to emergency services; 2) extra water, 3) first aid kit; 4) snacks 			
Heavy Wind	<ul style="list-style-type: none"> • Loss of control of boat • Enhanced risk of environmental injury • Heavy water 	<ul style="list-style-type: none"> • Weather forecast reviewed by cox on the day before the row • Crew identified prior to day • Cox holds discretion to abandon row on day and to prevent individuals from participating if there is a risk of injury • Cox to include wind sock by berth to assess dynamic risk of wind direction • Gig not to leave harbour mouth if advised by port control during routine contact at the beginning of each row • Cox holds discretion to reduce duration if deemed a control measure • Briefing for crew to be provided covering wind over tide, movement of oars and other equipment in high wind, dehydration and suitable clothing 	2	2	4

		<ul style="list-style-type: none">• Consideration by cox of not tossing oars aloft, but drawing them across the boat• Non swimmers not to be on crew• Cox completes online BR course on risk assessment, hypothermia• Cox box contains: 1) VHF radio for mayday call and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) first aid kit; 4) snacks•			
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Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Heavy Rain	<ul style="list-style-type: none"> • Hypothermia • Enhanced risk of environmental injury • Enhanced risk of injury through slippery surfaces 	<ul style="list-style-type: none"> • Weather forecast reviewed by cox on the day before the row • Crew identified prior to day • Cox holds discretion to abandon row on day and to prevent individuals from participating if there is a risk of injury • Gig not to leave harbour mouth if advised by port control during routine contact at the beginning of each row • Cox holds discretion to reduce duration if deemed a control measure • Briefing for crew to be provided covering suitable clothing and footwear, and careful movement in slippery conditions • Non swimmers not to be on crew • Cox completes online BR course on risk assessment, hypothermia • Cox box contains: 1) VHF radio for mayday call and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) first aid kit; 4) snacks 	2	2	4

Lightning	<ul style="list-style-type: none"> Enhanced risk for craft of lightning strike on open water. 	<ul style="list-style-type: none"> All coxes to know and use 30/30 rule Weather forecast reviewed by cox on the day before the row Cox holds discretion to abandon row on day and to prevent individuals from participating if there is a risk of injury If lightening is forecast or has been seen in the last 30minutes, advise must be sought from port control, directly, before leaving the clubhouse/berth Cox holds discretion to reduce duration if deemed a control measure Briefing for crew to be provided covering 30/30 rule Non swimmers not to be on crew Cox completes online BR course on risk assessment, Cox box contains: 1) VHF radio for mayday call and cox carries mobile phone to enable mobile/landline call at the first sign (audible or visual) of lightening, for further advice and direction 	1	5	5
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Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Fog / night time or poor visibility	<ul style="list-style-type: none"> • Drowning • Hypothermia • Collision/damage to boats • Loss of equipment. 	<ul style="list-style-type: none"> • Navigational lights on the boat • Weather forecast reviewed by cox on the day before the row • Crew identified prior to day • Cox holds discretion to abandon row on day and to prevent individuals from participating if there is a risk of injury • Crew to wear life jackets.in harbour and marina and out at sea • Cox to contact port control during routine contact at the beginning of each row to receive information on risk prior to leaving mooring, leaving harbour mouth and re-entering harbour • Cox holds discretion to reduce duration if deemed a control measure • Briefing for crew to be provided covering reduced visibility and their contribution to dynamic risk assessment of other vessels • Non swimmers not to be on crew • Cox completes online BR course on risk assessment and is capable of dynamic risk assessment with limited visibility • Cox box contains: 1) VHF radio for mayday call and cox carries mobile phone to enable mobile/landline call to emergency services; 2) air horn to signal; 3) flares for visual identification; 4) torch 	1	2	2

Waterbourne viruses and pollution.	<ul style="list-style-type: none"> • Crew sickness • Unknown potential severity 	<ul style="list-style-type: none"> • Cox to avoid obvious pollutants or areas appearing to be polluted • Gig not to leave harbour mouth if advised by port control during routine contact at the beginning of each row 	1	2	2
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WORKING WITH THE BOAT					
Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Carrying equipment to boat	<ul style="list-style-type: none"> • Risk of slips, trips and falls • Risk of falling into water • Risk of tripping over poorly stowed equipment • Risk of musculoskeletal injury 	<ul style="list-style-type: none"> • Briefing for crew to be provided covering carrying oars and carrying kit, appropriate clothing and footwear • Cox/captain to supervise the movement of oars and kit • Life jacket to be worn from the clubhouse/car park or as soon as available on the pontoon • Cox to supervise the movement and storage of kit on the pontoon, and the safe coiling of rope on the pontoon • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) knife to cut through knotted rope; 4) first aid kit; 5) snacks 	2	2	4

Working on pontoons	<ul style="list-style-type: none"> • Risk of slips, trips and falls • Risk of falling into water • Familiarity with environment leading to unsafe behaviour 	<ul style="list-style-type: none"> • Briefing for crew prior to accessing pontoon • Life jacket to be worn from the clubhouse/car park or as soon as available on the pontoon • Cox/responsible/experienced member, to supervise and monitor activity on pontoons • Unsafe behaviour to be identified and audibly described and prevented with clear reasons • Where necessary the boat should be pumped out prior to the row • Oars to be passed into the boat, one-by-one to each rower • Juniors (<18) to be accompanied by adult on a ratio of no more than 1 adult to 2 juniors • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) knife to cut through knotted rope; 4) first aid kit; 5) snacks 	2	2	4
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Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Crew members entering or leaving boat	<ul style="list-style-type: none"> • Risk of hand injuries between boat and pontoon • Risk of injury through slipping • Risk of falling into water • Risk of damage by crew treading onto thwarts • Crew already in boat set off balance 	<ul style="list-style-type: none"> • Briefing for crew prior to accessing pontoon on getting in and out of the boat safely - crew not to enter boat by jumping, the boat should be brought alongside safely to allow access • Life jacket to be worn from the clubhouse/car park or as soon as available on the pontoon • Cox/responsible/experienced member, to supervise and monitor activity on pontoons • Unsafe behaviour to be identified and audibly described and prevented with clear reasons • Crew should enter and exit the boat one-by-one under the supervision of the cox/captain, stepping into the boats and not on the thwarts • Oars to be passed into the boat, one-by-one to each rower • Juniors (<18) to be accompanied by adult on a ratio of no more than 1 adult to 2 juniors • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) knife to cut through knotted rope; 4) first aid kit; 5) snacks 	3	2	6

<p>Crew members shipping oars</p>	<ul style="list-style-type: none"> • Risk of hand / head injuries • Risk of musculoskeletal injuries • Risk of damage to oars 	<ul style="list-style-type: none"> • Briefing for crew prior to shipping oars, then instruction to each rower in turn • Crew to be warmed up prior to activity • Cox to supervise and monitor activity on pontoons to ensure that damage/injury is prevented • Unsafe behaviour to be identified and audibly described and prevented with clear reasons • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) knife to cut through knotted rope; 4) first aid kit; 5) snacks 	<p>2</p>	<p>2</p>	<p>4</p>
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Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Boat leaving mooring.	<ul style="list-style-type: none"> • Risk of damage to boat • Risk of damage to oars • Risk of damage to other craft 	<ul style="list-style-type: none"> • Briefing for crew prior to leaving pontoon on position, wind, tide and surroundings; potential damage to oars and command “mind oars” • Life jackets to be worn by all crew • Fenders in position • Cox to supervise and in adverse wind, consideration to be given to alter position of boat by lines from moorings • Observe the Traffic Signal Lights opposite the Marina entrance and obey them. If in doubt, call Newhaven Radio on VHF channel 12 or phone them before departure on 01273 612926 • Unsafe behaviour to be identified and audibly described and prevented with clear reasons • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) knife to cut through knotted rope; 4) first aid kit; 5) snacks 	3	2	6

<p>Rowing: person risk.</p>	<ul style="list-style-type: none"> • Risk of musculoskeletal injury • Risk of cardio vascular event • Risk of respiratory event • Risk of skin injury (blisters) • Risk of fatigue/exhaustion 	<ul style="list-style-type: none"> • Rowers to complete a PARQ and to update this when they become unwell/injured and need medical interventions • Where illness or injury requires treatment; a letter from the treating physician may be required and a specialist risk assessment undertaken by the club • Cox to ask crew members for physical readiness to row at the beginning of each outing • Correct technique described to crew through water-warm up • Cox to observe and regularly check crew comfort • Cox to stop activity where required as a control measure • Unsafe behaviour to be identified and audibly described and prevented with clear reasons • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) first aid kit; 3) snacks 	<p>3</p>	<p>2</p>	<p>6</p>
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Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Rowing: sinking	<ul style="list-style-type: none"> • Drowning • Hypothermia • Damage to boat • Loss of equipment 	<ul style="list-style-type: none"> • Cox assesses condition of boat prior to leaving, with attention given to water levels in boat during activity • Crew and cox to wear life jackets • Cox to stop activity where required as a control measure • Unsafe behaviour to be identified and audibly described and prevented with clear reasons • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment, hypothermia and cold water shock • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) flares for visual identification; 3) snacks; 4) foil ponchos 	1	4	4

<p>Rowing: collision with other craft /large bouys</p>	<ul style="list-style-type: none"> • Drowning, • Hypothermia • Damage to boat • Loss of equipment. 	<ul style="list-style-type: none"> • Cox to contact port control during routine contact at the beginning of each row to receive information on commercial shipping/other craft, prior to leaving mooring, leaving harbour mouth and re-entering harbour • Observe the Traffic Signal Lights opposite the Marina entrance and obey them. If in doubt, call Newhaven Radio on VHF channel 12 or phone them before departure on 01273 612926 • Cox competent in rule of the road • Where other craft present, cox to brief crew on awareness of surrounding vessels • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment, hypothermia and cold water shock • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) flares for visual identification; 3) air horn; 4) first aid kit 	<p>1</p>	<p>4</p>	<p>4</p>
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Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Rowing: running aground	<ul style="list-style-type: none"> • Drowning, • Hypothermia • Damage to boat • Loss of equipment 	<ul style="list-style-type: none"> • Cox to have appreciation of tide and river bed • Bow crew used to assess presence of obstacles below surface if approaching bank in emergency • Boat only beached, unplanned, if absolutely necessary due to emergency or poor conditions likely to offer unacceptable risk and advice from port control/RNLI • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment, hypothermia and cold water shock • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) snacks; 4) first aid kit 	1	4	4
Rowing: Man over board.	<ul style="list-style-type: none"> • Drowning • Hypothermia • Cold water shock 	<ul style="list-style-type: none"> • Man over board drill revised by coaches and practiced by crew • Cox to contact port control for advice • Crew to return to nearest available safe mooring as per advice of port control/RNLI/caostguard • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) snacks; 4) first aid kit; 5) flares for visual identification; 6) air horn 	1	5	5

Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Rowing: returning to mooring.	<ul style="list-style-type: none"> • Risk of damage to boat • Risk of damage to oars • Risk of damage to other craft 	<ul style="list-style-type: none"> • Briefing for crew prior to berthing on position, wind, tide and surroundings; potential damage to oars and command “mind oars”, with discretion to moor elsewhere to control risk • Life jackets to be worn by all crew • Fenders in position • Cox to supervise and in adverse wind, consideration to be given to alter position of boat by lines from moorings • Observe the Traffic Signal Lights opposite the Marina entrance and obey them. If in doubt, call Newhaven Radio on VHF channel 12 or phone them before departure on 01273 612926 • Unsafe behaviour to be identified and audibly described and prevented with clear reasons • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) knife to cut through knotted rope; 4) first aid kit; 5) snacks 	3	2	6

Cox: reduced competence / experience.	<ul style="list-style-type: none"> Enhanced risk of inept actions given above circumstances Enhanced risk of poor decisions 	<ul style="list-style-type: none"> All cox's to be trained and assessed as competent to the satisfaction of both coaches and Trustees All Cox's to be supervised by a competent Cox whilst in training, prior to formal assessment by a coach All cox's to be formally trained by British Rowing Coaches/other suitable authority as deemed appropriate by the Trustees External coxes to be deemed competent and briefed, by one of the club coaches External coaches to provide suitable evidence to the Trustees of their accreditation 	3	2	6
Crew: reduced competence / experience	<ul style="list-style-type: none"> Enhanced risk of injury through poor technique Enhanced risk of injury through reduced awareness 	<ul style="list-style-type: none"> Cox to provide additional instruction and supervision Cox to reduce speed and frequency of events in the boat as deemed necessary Cox to intersperse crew with more experienced members to provide additional coaching Additional supervision provided whilst on pontoon and getting in/out of the boat 	3	2	6

Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Crew: juniors	<ul style="list-style-type: none"> • Enhanced risk of injury through poor technique • Enhanced risk of injury through reduced awareness • Enhanced risk though additional potential for unsafe behaviour 	<ul style="list-style-type: none"> • Adult to child ratio of 1 adult to 2 juniors • Adults (coxes and competent crew) to have applied to the club with references and been DBS checked • Adults to be trained in safeguarding to the satisfaction of Trustees • BR Safeguarding policy to be followed • Cox to have discretion to cease activity • Cox to have discretion to prohibit crew members on behavioural grounds • Cox to intersperse crew with adult members to provide additional supervision • Crews not to toss oars. Oars shipped in pins from a horizontal position 3 either side • Juniors PARQ to be completed prior to rowing, with parental permission 	3	2	6
Risk from persons onshore	<ul style="list-style-type: none"> • Risk from antisocial behaviour (stone throwing etc) • Risk from fishing lines • Risk of cox / crew distraction 	<ul style="list-style-type: none"> • Cox to be aware of shoreside activities • Cox to anticipate probable position of fishing lines and avoid • Crew briefing to include behaviour in the boat • Cox to report anti-social behaviour likely to cause risk, to harbour master/police • Cox to maintain focus of crew if creating a risk 	2	2	4

Hazard	• Risk	• Control measures in place	Likelihood Score	Severity Score	Risk Score
Swapping crew afloat	<ul style="list-style-type: none"> • Injury through slips trips and falls • Unplanned entry into the water causing drowning/ hypothermia • Damage to boat 	<ul style="list-style-type: none"> • Crew swaps not to take place at night. Crew swaps only to take place in flat calm conditions and at the direction of the cox • Crew swaps only to take place outside of the above criteria in extenuating circumstances and if the risk to crew outweighs prescribed risks • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) knife to cut through knotted rope; 4) first aid kit; 5) snacks 	2	4	8
Removing boat on slip way	Injury from slips / trips on slipway Injury	<ul style="list-style-type: none"> • Cox to brief crew on clothing and equipment to be worn including appropriate foot wear • Minimal crew to work on slip way when tractor in operation • Crew to be aware of effect of wake on boat in shallow water • Cox box contains: 1) VHF radio and cox carries mobile phone to enable mobile/landline call to emergency services; 2) foil ponchos; 3) knife to cut through knotted rope; 4) first aid kit; 5) snacks 	2	3	6

WORKING WITH THE BOAT OUT OF THE WATER					
Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Transporting boat on the road.	<ul style="list-style-type: none"> • Risk of collision with other vehicles • Risk of damage to boat • Risk of injury handling boat 	<ul style="list-style-type: none"> • Towing vehicle to have insurance and MOT • Driver to have licence to tow very long trailer and be knowledgeable of Gig towing • Emergency pack to be carried including hi viz jackets, orange lights, first aid kit and foldable cones • Charged mobile phone to be carried in vehicle detailing actions to be taken in event of an issue roadside • Trained first aider available to provide advice by phone 	2	3	6
Using vehicle to tow boat in and about the harbour (specifically including manoeuvring in close proximity to vehicles people, buildings at slow speed)	<ul style="list-style-type: none"> • Risk of collision with other vehicles • Risk of collision with other people • Risk of damage to boat • Risk of injury handling boat 	<ul style="list-style-type: none"> • Marina to have been informed and agreed movement • Cox (or experienced person delegated by cox and agreed by coaches/Trustees) to supervise • Vehicle to have insurance and MOT • Driver to have licence to tow very long trailer and be knowledgeable of Gig towing • Driver to be aware of environment • Trained first aider available on site • One person (delegated by driver) to act as vehicle marshalling seeing driver back etc 	2	3	6

Moving the boat with truck/dolly	<ul style="list-style-type: none"> • Risk of falling into the water • Risk of strains/sprains • Poor maintenance of slipway leading to slips trips and falls • Not enough water due to low tide • Wash from ferry/other large craft • Reduced visibility • Weather increasing risk (wind, frost) 	<ul style="list-style-type: none"> • Cox to assess suitability and brief crew • Coxes to have specific training and not to undertake this without training • Good light and visual inspection of the slipway on the day, before this to be undertaken • Life jackets to be worn during task • No one to get into the boat until it is floating in the water/all crew and cox to get out of the boat before it is loaded onto the truck/dolly • Cox to have discretion to berth in the water/remain on land and to discuss this with the cox-on-call where it is scheduled to come out of/go into the water 	5	1	5
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BOAT MAINTENENCE					
Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Scrubbing weed / silt underside of boat	<ul style="list-style-type: none"> • Risk of collapse of trailer • Infection from open cuts • Illness from spray in mouth 	<ul style="list-style-type: none"> • Identified person to supervise work and instruct helpers • Trailer to be inspected prior to work • Safety gloves to be provided • Crew instructed to keep mouth shut whilst scrubbing • Crew instructed to stand clear whilst spraying water 	5	1	5

Sanding boat down	<ul style="list-style-type: none"> • Inhaling dust • Dust in eyes • Splinters or paint needle injuries • Burns from sanding • Electrocution from sanders 	<ul style="list-style-type: none"> • Identified person to supervise work and instruct helpers • Facemask to be provided • Sanding to be undertaken externally • Gloves to be provided • MCB Protected electrical supply to be used • No wet surface to be sanded. 	5	1	5
Painting Boat & Varnishing oars	<ul style="list-style-type: none"> • Paint splash • Paint in eyes • Skin reaction to paint • Clothes ruined • Paint spills 	<ul style="list-style-type: none"> • Identified person to supervise work and instruct helpers • Paint kettles issued • Tarps put down on floor • Turps and cloth available to clean mess • Gloves provided • Briefing on slow painting/varnishing 	5	1	5
Lifting Boat on and off trailer	<ul style="list-style-type: none"> • Crushed fingers / hand • Crushed feet • Musculoskeletal injuries • Trips / slips / falls 	<ul style="list-style-type: none"> • Identified person to supervise work and instruct helpers • Area cleared prior to activity • Clear direction given by one person, not lifting 	5	1	5

USING FLOATING DOCK					
Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Moving boat on and off the dock	<ul style="list-style-type: none"> • Muscle strain • Crush injury to feet and toes • Slips / trips on the dock or into the water • Damage to boat • Hypothermia • Cold water shock • Fall in the water or being bumped by another person • Drowning 	<ul style="list-style-type: none"> • Briefing for crew prior to accessing pontoon and all members to receive a demonstration prior to moving the gig on and off the dock • Only one crew on the pontoon and dock at any one time – crews to gather before a row by the hut and to return there at the end of each row • Suitable footwear to be worn at all times • Life jackets to be worn from the hut, on the pontoon and on the dock at all times when undertaking any activity, and cox to remind all users of the manual inflation method and of the life ring situated on the pontoon • Cox/responsible/experienced member, to supervise and monitor activity on pontoons • Unsafe behaviour to be identified and audibly described and prevented with clear reasons • Where necessary the boat should be pumped out or bung removed and then replaced • Cover to be rolled on and off the boat and carried by two persons and stowed 	3	2	6

		<p>in the bows of the boat at the instruction of the cox</p> <ul style="list-style-type: none"> • Oar stays to be passed into and out of the boat, one-by-one • Juniors (<18) who are not competent rowers, to be accompanied by adult on a ratio of no more than 1 adult to 2 juniors • Cox capable of assessing dynamic situational risk and has completed BR course on risk assessment – particular focus to be on tide and current at the times of using the dock • Suitable flotation device to be placed in the cox box to enable recovery of a rower who has fallen into the water 			
Using the dock to access the boat or the pontoon	<ul style="list-style-type: none"> • Falling between dock and pontoon • Falling in the water • Hypothermia • Cold water shock • Drowning • Damage to limbs/crush injuries • Slip underneath the dock and become trapped or disorientated and drown 	<ul style="list-style-type: none"> • Make members aware of dangers • Apply hazard warning tape and signage indicating risk • Work towards a permanent solution to eliminate risk completely i.e. closer and more effective attachment to pontoon/gangplank to bridge the gap. 	5	1	5

KIT MAINTNEANCE					
Hazard	Risk	Control measures in place	Likelihood Score	Severity Score	Risk Score
Life jackets	<ul style="list-style-type: none"> • Zips don't work and it doesn't inflate • Webbing frays and life jacket does not stay safely in place • Cylinder is not full, so jacket does not fully inflate • Clips do not work so life jacket does not stay safely in place 	<ul style="list-style-type: none"> • All jackets to be sent to authorised service agent every 12-18months. • Crew to do visual check of life jacket prior to donning. • Crew to wear jackets correctly each time, including crotch strap. • Crew to flag any issues detected with cox and cox then to report to H&S officer immediately to plan and effect repairs and adjust other scheduled rows as necessary 	2	5	10
Kit in safety pod and cox bag	<ul style="list-style-type: none"> • Batteries run out • Flares run out of date • Throw line becomes frayed • Missing items 	<ul style="list-style-type: none"> • Each cox to undertake an equipment audit and condition check once a month. This can be delegated to a crew member or undertaken by the cox • Any missing items or damaged items or out of date items need to be report to H&S officer immediately. 	3	3	9

ACTIONS FOLLOWING RISK ASSESSMENT

Action	Rationale	Outcome	Target date	Resp Person	Completed Date
Competence criteria defined and implemented for crew	<ul style="list-style-type: none"> • To define competence in terms of crew capability. • To assure continued capacity development in the club. • To reduce the risk by ensuring a mix of competent rowers and novices on any single crew. 	<ul style="list-style-type: none"> • Document detailing crew competencies. • Training practices implemented to upskill crew. 	March 2020	Martin, Nikki, coxes	March 2020
Competence criteria defined and implemented for cox	<ul style="list-style-type: none"> • To define competence in terms of cox capability. • To assure continued capacity development in the club. To reduce the risk by ensuring competence of Cox. 	<ul style="list-style-type: none"> • Document detailing Cox competencies. • Training practices implemented to upskill Coxes. 	March 2020	Martin, Nikki, coxes, trainee coxes	April 2020
Purchase of Equipment	<ul style="list-style-type: none"> • To complete cox box and satisfy requirement of readiness in an emergency. 	<ul style="list-style-type: none"> • Laminated map of crew egress points on river. 	January 2020	Nikki	January 2020

Dock	<p>To make the dock safer to move onto and off.</p> <p>To enable the recovery of a rower that fell into the water with a suitable device</p>	<ul style="list-style-type: none"> • Hazard warning tape and signage for dock • Closer attachment to pontoon • Purchase of a life ring to use in the boat or on the pontoon 	February 2020	Martin, Nikki	January 2020
Risk assessment around dogs	To complete risk assessment of dogs on pontoon and in boat	<ul style="list-style-type: none"> • Check policy of Peter Leonard • Check insurance 	February 2022	Martin	