

QEHS Hexham Rowing Club - Risk Assessment - Rowing Activities

<b>Scope of risk assessment</b>	Covering water based rowing activities					
<b>Prepared by</b>	Paul Gaines	<b>Prepared</b>	06/10/22	<b>Review date</b>	01/03/23	
<b>LIKELIHOOD OF OCCURRENCE (L)</b> 1= Very Unlikely 2= Unlikely 3= Likely 4= Very Likely 5= Certain or imminent						
<b>Severity (S)</b> 1= Minor disruption to crew or individual 2= Minor injury/damage to equipment 3= Potential immersion/ exposure to adverse conditions 4= Significant trauma or injury to collision, exposure to conditions or external agent 5= Potential fatality/incapacity						
		<b>Severity</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Likelihood Of Occurrence</b>	<b>1</b>	Low	Low	Low	Low	Low
	<b>2</b>	Low	Low	Low	Medium	Medium
	<b>3</b>	Low	Low	Medium	Medium	High
	<b>4</b>	Low	Medium	Medium	High	High
	<b>5</b>	Low	Medium	High	High	High
Risk Rating						
	<b>Residual Risk = 1-6</b> <ul style="list-style-type: none"> <li>No further action required.</li> <li>Ensure controls are maintained</li> </ul>		<b>Adequately Controlled Risk = 7-14</b> <ul style="list-style-type: none"> <li>Look to improve at the next review</li> </ul>		<b>Unacceptable risk = 15-25</b> <ul style="list-style-type: none"> <li>Stop activity immediately and improve controls</li> </ul>	

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	Hazard Risk	Who or What is at risk?	LxS = risk rating no controls	Control measures/ Mitigation	LxS = risk rating with controls	Who	How often
<b>1</b>	<b>General Procedures</b>						
1.1	<b>Unfamiliarity with procedures</b> Risk of injury, damage to boats, loss of equipment	People, boats	<b>3 x 3</b> <b>9</b>	<ul style="list-style-type: none"> <li>• Induction training</li> <li>• Regular reminders on key safety issues</li> <li>• Year group briefings at least on an annual basis</li> <li>• Crews to sign in and out</li> </ul>	<b>2 x 2</b> <b>4</b>	Club Water Safety Advisor (CWSA)	Learn to row / new member / ongoing
1.2	<b>Failure to learn from previous incidents on river</b> Major injuries, loss of life, loss/serious damage to boats.	People, boats	<b>4x4</b> <b>16</b>	<ul style="list-style-type: none"> <li>• Report details of all incidents, including near misses, to the Club Water Safety Adviser</li> </ul>	<b>2x2</b> <b>4</b>	CWSA	Ongoing
1.3	<b>Lack of confidence in water</b>	People, boats	<b>3x3</b> <b>9</b>	<ul style="list-style-type: none"> <li>• Swim test and capsize drill should be completed by all members and repeated at least every year.</li> <li>• Priority for drill completion is new starters</li> </ul>	<b>2x3</b> <b>6</b>	CWSA	As/when new starters join club
1.4	<b>Lack of experience in supervision</b>	People, boats	<b>3x4</b> <b>12</b>	<ul style="list-style-type: none"> <li>• Coaches should have achieved Level 2 coaching qualification (or equivalent)</li> </ul>	<b>2x2</b> <b>4</b>	CWSA	Adequate training provided

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				<ul style="list-style-type: none"> <li>Coaches must be members of British Rowing for water-based work with juniors and for leading courses on the water on behalf of the club, for adult beginners</li> </ul>			
<b>2</b>	<b>Boathouse</b>						
2.1	<b>Repairs, adjustments and maintenance</b>  Minor injuries, damage to boats, loss of equipment	People, boats	<b>3x1</b>  <b>3</b>	<ul style="list-style-type: none"> <li>Use of correct tools for job</li> <li>Correct safety equipment used when required</li> <li>Appropriate personnel to undertake the work at hand</li> </ul>	<b>3x1</b>  <b>3</b>	Asset Management Lead (AML)	As needed
2.2	<b>Unsafe boats and equipment</b> Major injuries, loss of life, loss/serious damage to boats.	People, boats	<b>3x5</b>  <b>15</b>	<ul style="list-style-type: none"> <li>Regular audit</li> <li>Reporting of problems</li> <li>Proper repairs carried out ASAP</li> <li>Notices on quarantined boat</li> <li>Training on checking over boats before every outing</li> </ul>	<b>2x3</b>  <b>6</b>	CWSA AML	Monthly audit / daily
2.3	<b>Cleanliness</b> Dust, fungal ingestion/inhalation, rats	People, boats	<b>3x4</b>  <b>12</b>	<ul style="list-style-type: none"> <li>Inspection</li> <li>Regular cleansing</li> <li>Pest control if serious</li> </ul>	<b>2x3</b>  <b>6</b>	CWSA Coaches AML Club Captains	Weekly
2.4	<b>Mobile boat racks, shutters, gates.</b> Muscular strain, bumps Damage to boats	People, boats	<b>3x3</b>  <b>9</b>	<ul style="list-style-type: none"> <li>Inspection and simple maintenance</li> <li>Regular professional checks for shutters</li> </ul>	<b>1x3</b>  <b>3</b>		

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	Collision						
2.5	<b>Riggers on moving boats</b> Bumps, head/eye injury, damage to boats	People, boats	<b>3x5</b> <b>15</b>	<ul style="list-style-type: none"> <li>• Close gates</li> <li>• Sufficient people to lift boats</li> <li>• Observers to warn</li> <li>• Boats stored neatly without access impeded.</li> </ul>	<b>1x5</b> <b>5</b>	Coaches Club Captains	Daily
2.6	<b>Storage of equipment</b> Trips, slips, falls, bumps to people, damage or loss of equipment	People	<b>4x3</b> <b>12</b>	<ul style="list-style-type: none"> <li>• Regular inspection of storage areas</li> <li>• Store equipment neatly. Put equipment in cupboards or receptacles when finished with</li> <li>• Keep floor/access areas clear</li> </ul>	<b>2x3</b> <b>6</b>	Club Captain (boats)	Weekly / daily
2.7	<b>Lighting</b> Light failure leading to darkness and poor visibility	People	<b>1x5</b> <b>5</b>	<ul style="list-style-type: none"> <li>• Regular maintenance checks carried out</li> <li>• Repair fuse and/or replace tubes promptly</li> </ul>	<b>1x3</b> <b>3</b>	AML	Checks weekly / repairs when needed
2.9	<b>Boats &amp; trailers, changing facilities, car park, club</b> Theft/vandalism as outdoor areas cannot be closed off	People	<b>3x3</b> <b>9</b>	<ul style="list-style-type: none"> <li>• Warn in advance of risk.</li> <li>• Ensure vigilance during the races.</li> <li>• Offer secure storage if possible.</li> </ul>	<b>2x2</b> <b>4</b>	All club members and parent helpers	Daily
<b>3</b>	<b>Access to and from the river</b>						
3.1	<b>Steps, some damaged</b> Slips, trips, falls	People, boats	<b>3x4</b> <b>12</b>	<ul style="list-style-type: none"> <li>• External lighting</li> <li>• Clear steps of debris, weed, mud and ice.</li> </ul>	<b>2x3</b> <b>6</b>	CWSA / users as individual	Daily / repairs as needed

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				<ul style="list-style-type: none"> <li>• Descend and ascend slowly, under control</li> <li>• Footwear with good grip</li> <li>• Get steps repaired</li> </ul>			
3.2	<p><b>Low water conditions at steps:</b></p> <p>Falls, muscular strains, inability to wade ashore or carry boats up to the first step. Cuts and grazes, likely to become infected.</p>	People, boats	<p><b>3x3</b></p> <p><b>9</b></p>	<ul style="list-style-type: none"> <li>• Warnings issued on upcoming low tides</li> <li>• Avoid boating during very low tides where possible.</li> </ul>	<p><b>2x3</b></p> <p><b>6</b></p>	CWSA / users as individual	Daily
3.3	<p><b>Rowing equipment left lying</b></p> <p>Slips, trips, falls, damage to blades, equipment may be knocked into the water</p>	People, blades, other equipment	<p><b>3x2</b></p> <p><b>6</b></p>	<ul style="list-style-type: none"> <li>• Good supervision</li> <li>• Put all rowing equipment back as soon feasibly possible</li> </ul>	<p><b>2x2</b></p> <p><b>4</b></p>	Rowers Parents Coaches Members of the Public	Daily
<b>4</b>	<b>River Water Quality, Debris and other Hazards</b>						
4.1	<p><b>Quality</b></p> <p>Infections, poisoning, water-borne diseases</p>	People, pets	<p><b>3x5</b></p> <p><b>15</b></p>	<ul style="list-style-type: none"> <li>• Avoid ingestion, wash hands after rowing, cleanse and cover cuts, blisters and other areas of broken skin. Shower as soon as possible after rowing.</li> <li>• Use a screw top water bottle.</li> <li>• Wear strong shoes or boots on steps</li> </ul>	<p><b>2x4</b></p> <p><b>8</b></p>	CWSA / rowers as individual	Daily

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4.2	<b>Floating debris</b> Damage to boats, capsize, drowning	People' boats	<b>1x5</b> <b>5</b>	<ul style="list-style-type: none"> <li>• Keep watch for debris. Cancel rowing when large amounts of debris are present</li> <li>• Warn novice and inexperienced crews and coxes</li> </ul>	<b>1x4</b> <b>4</b>	Coaches Rowers as individual s	Daily
4.3	<b>Underwater obstructions</b> Damage to boats, capsize, drowning	People, boats	<b>3x3</b> <b>9</b>	<ul style="list-style-type: none"> <li>• Safety map on display in clubhouse</li> <li>• Warnings about temporary obstructions posted in clubhouse and on website</li> <li>• Warn novice, visiting and inexperienced crews and coxes</li> </ul>	<b>1x3</b>	CWSA	Daily
4.4	<b>Overhanging trees</b>	People, boats	<b>1x2</b> <b>2</b>	<ul style="list-style-type: none"> <li>• Good lookout</li> </ul>	<b>1x1</b> <b>1</b>	Rowers as individual s	Daily
4.5	<b>Members of the public</b> Verbal abuse	Boats and people	<b>1x2</b> <b>2</b>	<ul style="list-style-type: none"> <li>• Report if serious</li> </ul>	<b>1x1</b> <b>1</b>	Rower as individual	Daily
4.6	<b>Wildlife</b> Weil's disease	People, boats	<b>3x2</b> <b>6</b>	<ul style="list-style-type: none"> <li>• Hygiene, vigilance when on the water</li> <li>• If wildlife are becoming a limiting factor assess whether continuing to row is safe to do so</li> <li>• Report interaction with wildlife</li> </ul>	<b>1x3</b> <b>3</b>	CWSA/ rowers as individual	Daily
<b>5</b>	<b>Water Conditions</b>						

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5.1	<b>Rough water conditions</b> Wind, especially when against tide can create large waves – danger of capsizing or swamping	People, boats	<b>4x4</b> <b>16</b>	<ul style="list-style-type: none"> <li>All boats to have built-in buoyancy</li> <li>Cancel rowing when conditions are severe</li> </ul>	<b>2x4</b> <b>8</b>	Coaches CWSA	Daily
<b>6</b>	<b>Weather Conditions and Light</b>						
6.1	<b>Overall risk</b> Capsize/swamping Injury/chill/hypothermia	People, boats	<b>2x5</b> <b>10</b>	<ul style="list-style-type: none"> <li>Display a 5-day forecast in clubhouse and link on website</li> <li>Display and regularly publicize club rules</li> <li>Coaches and squads to plan ahead in light of likely conditions</li> </ul>	<b>1x5</b> <b>5</b>	CWSA / coaches	Weekly
6.2	<b>Cold/Frost</b> Capsize/swamping Injury/chill/hypothermia	People, boats	<b>2x5</b> <b>10</b>	<ul style="list-style-type: none"> <li>Wear appropriate clothing for conditions</li> <li>Heaters in the club house for cold days</li> <li>Towels are available in the boathouse</li> </ul>	<b>1x5</b>	CWSA	Daily
6.3	<b>Thunder Storm Injury</b>	People, boats	<b>2x4</b> <b>8</b>	<ul style="list-style-type: none"> <li>Cancel rowing if there is danger of imminent thunderstorms</li> <li>Stop rowing and return to clubhouse if an unexpected thunderstorm occurs</li> </ul>	<b>1x3</b> <b>3</b>	CWSA	Daily
6.4	<b>Bright sun and high temperature</b> Sunburn, sun stroke,	People, boats	<b>3x4</b> <b>12</b>	<ul style="list-style-type: none"> <li>Wear sunglasses and sunscreen</li> <li>Coaches to watch for signs</li> </ul>	<b>2x3</b> <b>6</b>	Coaches	Daily

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	dehydration			<ul style="list-style-type: none"> <li>of sunstroke stroke</li> <li>Rowers to take water on outings</li> </ul>			
6.5	<b>Mist/fog</b> Collision, grounding	People, boats	<b>3x4</b>  <b>12</b>	<ul style="list-style-type: none"> <li>No rowing if far bank can not be seen</li> <li>Novices/visitors/inexperienced rowers to take extra care</li> </ul>	<b>2x3</b>  <b>6</b>	Coaches	Daily
		People, boats					
<b>7</b>	<b>Boat Handling Off the Water</b>						
7.1	<b>Lifting, carrying, launching</b> Falls, slips, trips, musculo-skeletal injury Damage to boat	People, boats	<b>4x3</b>  <b>12</b>	<ul style="list-style-type: none"> <li>Have sufficient people assist in handling the boat</li> <li>Obey lifting instructions</li> <li>Training for novices</li> </ul>	<b>2x3</b>  <b>6</b>	Coaches Club captains Parent Helpers	Daily / training when required
7.2	<b>Trestles</b> Trapped fingers Collapse	People, boats	<b>3x3</b>  <b>9</b>	<ul style="list-style-type: none"> <li>Check and repair trestles</li> <li>Have sufficient trestles</li> </ul>	<b>2x3</b>  <b>6</b>	AML Coaches Club Captains	Daily
7.3	<b>Carrying blades</b> Impact injury Loss/damage	People, boats	<b>2x2</b>  <b>4</b>	<ul style="list-style-type: none"> <li>Keep good lookout</li> <li>Check when carrying and fitting</li> </ul>	<b>1x2</b>  <b>3</b>	Rower as individual	Daily
<b>8</b>	<b>Coxing</b>						
8.1	<b>Inexperienced coxes and steer persons</b> collision, capsizing,	People , boats	<b>4x4</b>  <b>16</b>	<ul style="list-style-type: none"> <li>Training and assessment for coxes and steer persons</li> </ul>	<b>2x3</b>  <b>6</b>	CWSA / Lead coach	Daily / training when required



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	<b>injury and damage to boats</b>			<ul style="list-style-type: none"> <li>Novice trainees to be supervised</li> </ul>			
8.2	<b>Life jackets</b> Failure to inflate Drowning	People ,	<b>2x5</b> <b>10</b>	<ul style="list-style-type: none"> <li>Regular checks that lifejackets are fit for purpose</li> <li>Prevent cox going in a boat without life jacket</li> <li>Manual inflation life jacket in front loaders</li> </ul>	<b>1x5</b> <b>5</b>	CWSA / squad lead coach / cox as individual	Monthly / Daily
8.3	<b>Lack of appropriate clothing</b> Chill/hypothermia, drowning	People , boats	<b>4x4</b> <b>16</b>	<ul style="list-style-type: none"> <li>Extra care on warm clothing in cold conditions</li> <li>Shoes not welly boots</li> </ul>	<b>2x2</b> <b>16</b>	Cox as individual	Daily
8.4	<b>Equipment failure Cox box failure</b> – crew unable to respond to directions – risk of collision, damage, grounding	People , boats	<b>3x4</b> <b>12</b>	<ul style="list-style-type: none"> <li>Check equipment and re-charge regularly</li> <li>Cox to check working and charged before each outing</li> </ul>	<b>2x3</b> <b>6</b>	AML Coaches Captains	Daily
<b>9</b>	<b>Rowing on the water</b>						
9.1	<b>Not following rules of the river</b> Risk of collision, capsize, injury, damage to boat	People, boats	<b>2x4</b> <b>8</b>	<ul style="list-style-type: none"> <li>Local safety rules and Tyne code on display in clubhouse and on website</li> <li>Training for new rowers</li> <li>Regular reminders to all rowers</li> <li>Keep good lookout</li> </ul>	<b>1x4</b> <b>4</b>	CWSA / Rower as individual	Training when required / Daily
9.2	<b>Interaction with non-powered river users (incl canoeists,</b>	People, boats	<b>3x4</b> <b>12</b>	<ul style="list-style-type: none"> <li>Respect their right to use the river</li> <li>Slow down if necessary</li> </ul>	<b>2x3</b> <b>6</b>	Rower as individual	Daily

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	<b>paddle boarders, sailing boats)</b> Risk of collision due to unexpected movements or speed			<ul style="list-style-type: none"> <li>• Remain polite</li> </ul>			
9.3	<b>Collision with weir</b> Collision, currents and eddies	People, boats	<b>3x3</b> <b>9</b>	<ul style="list-style-type: none"> <li>• Avoid turning close to bridges</li> <li>• Take particular note of direction of current strength and wind conditions</li> <li>• Bank side observer to be vigilant to boats approaching turning zone.</li> <li>• Pupils always back down to the landing stage. This allows pupils to put in a stroke if required.</li> </ul>	<b>2x3</b> <b>6</b>	Rower as individual / CWSA	Daily
9.4	<b>Collision with posts, buoys, jetties</b> Collision, capsize, damage to boat/blades	People, boats	<b>3x3</b> <b>9</b>	<ul style="list-style-type: none"> <li>• Draw attention to safety map on display</li> <li>• Keep a good lookout</li> <li>• Watch current close to obstacles and structures</li> </ul>	<b>2x2</b> <b>4</b>	CWSA / rower as individual / cox as individual	Daily
9.5	<b>Lack of liquid</b> Dehydration, infection from river water	People, boats	<b>2x4</b> <b>8</b>	<ul style="list-style-type: none"> <li>• Take bottle</li> <li>• Screw top bottle or similar to prevent contamination with river water and mud.</li> </ul>	<b>1x3</b> <b>3</b>	Rower as individual	Daily
9.6	<b>Lack of buoyancy</b> Swamping, Damage to boat Injury, drowning of crew	People, boats	<b>2x5</b> <b>10</b>	<ul style="list-style-type: none"> <li>• Regular inspection</li> <li>• Check hatch covers before every outing</li> <li>• Check before outing if in a</li> </ul>	<b>1x5</b> <b>5</b>	Coaches AML	Daily

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				boat with Inflatable buoyancy bags that bags are inflated			
9.7	<b>Gates come undone</b> Capsize, drowning, hypothermia	People, boats	<b>2x5</b> <b>10</b>	<ul style="list-style-type: none"> <li>• Check securely tightened</li> <li>• Check top nut</li> </ul>	<b>1x5</b> <b>5</b>	Coaches	Daily
9.8	<b>Blades</b> Loss, breakage, capsize	People, boats	<b>2x4</b> <b>8</b>	<ul style="list-style-type: none"> <li>• Check novices have fixed blades correctly in boat</li> <li>• Check collars are tight</li> <li>• Check for damage</li> </ul>	<b>1x4</b> <b>4</b>	lead coach / rower as individual	Daily
9.9	<b>Communication with land based personnel</b>	People, boats	<b>3x5</b> <b>15</b>	<ul style="list-style-type: none"> <li>• Required personnel have a mobile phone on them during water based activity</li> </ul>	<b>2x3</b> <b>6</b>	CWSA / coach / rower as individual	Daily
10	<b>Extra Care for Beginners</b>						
10.1	<b>Cannot swim Risk of drowning</b>	People	<b>3x5</b> <b>15</b>	<ul style="list-style-type: none"> <li>• Anyone who has not completed a satisfactory swim test to wear life jacket</li> </ul>	<b>1x5</b> <b>5</b>	Rower as individual / lead coach	Daily
10.2	<b>Poor or inadequate instruction leading to unsafe behaviour,</b> Risk of injury	People	<b>2x3</b> <b>6</b>	<ul style="list-style-type: none"> <li>• Qualified coach present</li> <li>• Prepare clear training plan for the exercise</li> <li>• Brief thoroughly</li> </ul>	<b>1x3</b> <b>3</b>	lead coach	Daily
10.3	<b>Novice rowers unfamiliar with river</b> Risk of injury and damage to equipment	People, boats	<b>3x5</b> <b>15</b>	<ul style="list-style-type: none"> <li>• Experienced rowers / coaches to be present on water with novices</li> <li>• Novice rowers advised not to row in adverse weather conditions</li> </ul>	<b>2x3</b> <b>6</b>	CWSA / Lead coach	Daily

