

ASSESSING OUR RISKS – Christchurch Rowing Club					Risk Assmt. Ref: 003				
Site: Christchurch Rowing Club				Severity	Minor injury	Lost time/ Ill Health	Major / >3 days	Perm. Disability	Fatal/ Site Loss
Task/Activity/Area: Safety Boats				Probability					
Notes: (Including details of previous accidents/incidents)				Highly Unlikely	1	2	3	4	5
RA Team: M. Green (Mgr, Supervisor, EHS Adviser, Safety Rep, Employee, minimum is 2 people)				Unlikely	2	4	6	8	10
Date of RA: Jul 2011		Review Date: April 2019		Possible	3	6	9	12	15
People at risk: (e.g., visitors, contractors, club members, members of the public, and other water users)				Probable	4	8	12	16	20
Club Captain (Print Name): James Erwin			Signature:	Certain	5	10	15	20	25
Ref No. or Task-Step	Hazards identified or clear Injury causes, highlighting risks	Score - No controls	Controls/Procedures/Key Behaviours (existing controls, information, training etc)	Score - Post Controls	Further action required			Action Priority (H/M/L)	
1	Lifting and Moving Safety Boat to the Water <i>Backs, Feet, Fingers, Slips, Trips and falls</i>	9	a. A minimum of two persons are to move the boat to the water b. Coach or launch drivers are to ensure the boat is secured to the trailer c. Coach or launch driver to ensure tyres or wheels are serviceable on the trailer d. Safety boats are to be controlled by sufficient persons when descending slope to the water	3	Maintenance to be carried out on trailers annually Coaches are to ensure that crew are shown the correct method of launching				
2	Launching Safety Boat <i>Backs, Feet, Fingers, Slips, Trips and falls Sinking, Running out of fuel</i>	9	a. Launch driver are to ensure bungs are fitted prior to launching b. Launch driver are to ensure that the engine is fitted and secure c. Launch driver are to ensure that safety equipment and kill cords are in the launch d. Launch driver are to ensure that they have sufficient fuel for the outing	3	Coaches are to ensure that bungs and kill cords are fitted in boats Coaches are to ensure safety bag are correct as recommended by the BR				

3	Filling of Fuel Tanks <i>Fire, Fumes, Absorption, Inhalation, Environmental damage</i>	9	a. Ensure fuel tanks are filled up outside the boat house and no naked flames or smoking b. Ensure any spillages are cleaned up c. Ensure fuel caps are fitted correctly d. Ensure fuel tanks are placed back in the fuel locker, vents are closed and the locker is secured at the end of use. This also applies to the Rear Compound lockable cabinet e. Ensure correct fuel mixture for any 2 stroke engines d. Ensure protective gloves are used	3	Safety and fire reps are to ensure fire extinguisher are available and serviceable	H
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4	Engine Starting <i>Slips and falls, Pulled muscles, Back injuries, Damage to engine, Fire</i>	16	a. Ensure correct start procedures are used as laid down by the manufacturer b. Ensure the engine is out of gear c. Ensure the fuel line is connected and is not leaking d. Ensure the propeller is not grounded e. Ensure no persons are stood behind the propeller when starting f. Ensure the water cooling jet is working once the engine is started g. Ensure kill cord is fitted and working	6	All persons using coaching launches must have received formal training A list of authorised person is be displayed in the boathouse	H
5	Coaching launch navigation and wash <i>Crashing into other vessels, Damage to launch, Swamping other rowing boats, Capsize, Drowning,</i>	6	a. Ensure that the safety launch is navigated correctly b. Ensure a safe speed is maintained (4 Knots), except when following during a training piece c. Ensure that wash is kept to a minimum when passing close to other rowers, this includes training pieces d. Ensure coaching launch is kept in the marked and correct side off the channel e. All persons in the launch are to be wearing a life jacket or buoyancy aid		All persons using coaching launches must have received formal training All persons using coaching launches must check safety kits and life jackets prior to going out in the launch All life jackets must have an annual check All coaches should comply with the Clubs circulation policy document	H

6	<p>Capsize and Rescuing Rowers <i>Damage to launch, Swamping of the launch, Capsize, Drowning, Injuries from the engine propeller</i></p>	15	<p>a. All persons under 18 participating in rowing must have completed a capsize drill. Over 18's must be able to swim 50 metres b. All coaches to have completed training on the rescue of persons from the water (capsize drill) c. Priority for rescue must be the person and not the boat d. Engine must either be switched off or in neutral when rescuing persons from the water e. Coaches must have an outing risk assessment and rescue completed prior to each outing f. Coach is to ensure that rowing boat is recovered once the incident has been dealt with g. Coach is to ensure the incident log is completed on return to the club e.g. British Rowing Incident Report</p>	9	<p>All rowers to have completed a capsize drill and records to be kept by club secretary</p> <p>All coaches to have completed RYA level 2 power boat or Club approved power boat training</p> <p>All coaches are to have an in date first aid training certificate (see list on Club notice board)</p>	H
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7	Lifting and Moving Safety Boat from the Water <i>Backs, Feet, Fingers, Slips, Trips and falls, Damage to equipment</i>	9	a. Coach or launch drivers are to ensure that the engine is off and lifted prior to landing b. Coach or launch driver are to ensure that the boat is secured or pulled up onto the shore c. A minimum of two persons are to move the boat to the water d. Coach or launch driver to ensure tyres or wheels are serviceable on the trailer prior to loading e. Coach or launch drivers are to ensure the boat is secured to the trailer f. Coach or launch drivers are to ensure safety equipment is removed and the boat is drained of water. Fuel is to be placed in the fire locker, ensuring vents are closed and the locker is closed g. Boats are to be controlled when ascending the slope and ensure where possible that no person is stood behind the boat. A minimum of 2 persons lifting and moving at all times h. Launches are to be placed in a safe and secure place i. Ensure that any fault are reported on whiteboard	3	Maintenance to be carried out on trailers Coaches are to ensure that crew are shown the correct method of launching	

Comments: **1. All Coaches and crews must comply with the BR Row Safe Guidelines**
2. All Coaches and crews must comply with the rules of navigation
3. A list of authorised and certificated launch operators is be displayed in the boathouse (Club Captain)
4. A list of all certified 1st aiders to be displayed in the boat house (Welfare Officer)

Declaration: I the under signed have read and understood the above Risk Assessment (RA: 003)

Position	Name	Date	Signature
CRC President			
CRC Chairman			
CRC Treasurer			
CRC Secretary			
CRC Captain			

Notes: Amendments to be forwarded to the Club Water Safety Advisor