

ASSESSING OUR RISKS – Christchurch Rowing Club					Risk Assmt. Ref: 001				
Site: Christchurch Rowing Club				Severity	Minor injury	Lost time/ Ill Health	Major / >3 days	Perm. Disability	Fatal/ Site Loss
Task/Activity/Area: Main Boat House				Probability					
Notes: (Including details of previous accidents/incidents)				Highly Unlikely	1	2	3	4	5
RA Team: M. Green		Date of RA: 06 July 2011	Review Date: April 2019	Unlikely	2	4	6	8	10
People at risk: (e.g., Visitors, Club Members, contractors, members of the public, and other water users)				Possible	3	6	9	12	15
Club Captain (Print Name): James Erwin			Signature:	Probable	4	8	12	16	20
				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	Slips, Trips & Low falls <i>Pulled muscles, Broken bones, Cuts</i>	6	a. Ensure floor area is free from oils and water b. Ensure tools and riggers are clear of walk ways c. <b>Boats are not to be placed out side the boat house doors, unless for washing</b> d. Boats and equipment are to be kept clear of public walk way e. Rowing machines to be correctly stored after use f. Trestles and riggersto be stored in designated area	2	Club captain, coaches cox and crew to ensure boat house is clean and tidy				
2	Boats Falling from Racks <i>Broken bones, Cuts, Head injuries, Crushing ,Damaged Equipment</i>	9	a. Ensure no person stands under boats when being lifted from racks b. Ensure boats are lifted under guidance from coach, cox or stroke. c. Ensure boats are half turned when required to stop it from hitting other equipment d. Ensure if required that boats are secured onto racks	6	Club captain is to ensure that all boats have allocated racks  Coaches and cox are to ensure boats are place onto racks correctly			H	

3	Lifting and Lowering Boats from/onto Racking <i>Pulled muscles, Crushed/trapped fingers, Back injuries</i>	<b>9</b>	a. Boats are to be lifted under the control coaches, cox or stroke b. Coaches, cox or stroke are to ensure sufficient numbers of persons are available to lift the boat safely and under control c. Coaches, cox or stroke are to ensure walk ways are clear of trip hazards before moving the boat d. Coaches, cox or stroke ensure that trestles are placed in a safe position prior to moving the boat	<b>3</b>	Club captain, coaches and cox are to ensure crews have been trained in words of command and how to lift boats safely	
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4	Walking into Riggers <i>Cuts, Head injuries</i>	<b>8</b>	a. High racked boat with overhanging riggers must have hazard tape marking riggers or a suitable padding e.g. tennis ball b. Ensure boat house lights are switched on	<b>3</b>	Coaches, cox and crews to ensure hazard tape is available and used (stored in back compound cupboard)	<b>H</b>
5	Moving and Dropping Landing Stages <i>Pulled muscles, Crushed fingers and toes, back injuries</i>	<b>9</b>	a. Coaches, cox or stroke are to ensure sufficient numbers of persons are available to lift landing stages safely and under control b. Persons moving stages are to ensure hand and feet are clear when placing down c. Stages are to be placed in a safe and secure position when not in use	<b>3</b>		
6	Lifting and Lowering Doors <i>Pulled muscles, Head injuries, Trapped fingers</i>	<b>3</b>	a. Ensure door is serviceable before using b. When doors are raised, ensure chain are secured in the lock to prevent doors from rolling back down c. Ensure doors are raised and lowered using the chains provided d. Report any faults found	<b>1</b>	Ensure the door is fully open and secured. Doors to be serviced annually by cleaning door and lubricating all moving parts.	
7	Moving Outboard Engines <i>Pulled muscles, Crushed/trapped fingers and toes, Back injuries</i>	<b>9</b>	a. Ensure area around the engine stand are clear of slips and trips b. Ensure engine transom bolts are free c. Ensure a suitable number of person(s) are available to assist with the lift d. Ensure hand and feet are clear when lifting or lowering into position	<b>6</b>		<b>H</b>

8	Moving and Replacing Oars <i>Crushed fingers and toes, Hit other people, Damage to equipment</i>	4	a. Ensure all oars are placed correctly on racks b. Ensure all oars are safe and secure c. Ensure that oars are moved carefully and that no boats or people are hit d. Ensure that oars are placed safely and will not cause trip hazards or fall on to persons both when stored or when on bank ready for use	2	Coaches, cox and crews to ensure equipment is placed safely in correct locations
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Comments: **1. All accidents or incidents must be put into the log book and reported to the safety advisor who will take appropriate action. If deemed necessary include in monthly Water Safety Report for Rowing Committee**  
**2. Coaches, coxes coordinators are recommended to also report on and off water incidents via the BR website incident reports**

Declaration: I the under signed have read and understood the above Risk Assessment (RA: 001)			
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