

Authors		LOUGHBOROUGH BOAT CLUB RISK ASSESSMENT	Date:	Jan-24
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No:	Hazard	Hazardous Event	Reduce probability a Hazard causing a Hazardous Event		Harm	Reduce the Severity of Harm		Severity (1-5)	Probability (A-E)	Level of Risk (L/M/S/I) prior to barriers and controls in place	Action Owners				
			Barriers	Action to maintain barriers		Controls	Action to maintain controls				Club Captains	Club RSA	Coaches	Coxes	Club Management
Environment															
1	Barges and other craft on the water	Collision	rowers induction on navigation rules and need for vigilance - bye law 13	reminders and poster	impact damage, potential capsize, potential injury	rowers proceed with caution in the vicinity of barges	reminders regarding issue and that bargees and other craft may not know navigation rules	4	B	L	X	X	X	X	
2	Safety/Coaching launch on the water	collision	reliance on the coaching launch driver and rowers to maintain a good lookout	RYA / experienced launch drivers	impact damage, potential capsize, potential injury	all keep a good lookout and shout out 'Ahead' when another boat sighted	Incident Logbook maintained to monitor situation	4	B	L	X	X	X		X
3	Club members training on the water	collision	all rowers / coxswains to maintain a good lookout - bye law 13 AND wear Hi-Viz clothing	reminders and poster	impact damage, potential capsize, potential injury	all keep a good lookout and shout out 'Ahead' when another boat sighted. Hi-viz vests kept in launch for rowers that need them	Incident Logbook maintained to monitor situation	4	C	M	X	X	X		X
4	Overhanging tree branches and bankside weeds	capsize	all rowers / coxswains to maintain a good lookout	reminders and poster	impact damage, potential capsize, potential injury	rowers / coxswains become aware of changing situations	Incident Logbook maintained to monitor situation	1	C	L	X	X	X	X	X
5	Moored barges and other craft	collision	all rowers / coxswains to maintain a good lookout	reminders and poster	impact damage, potential capsize, potential injury	rowers reminded to keep a good lookout	Incident Logbook maintained to monitor situation	1	C	L	X	X	X	X	X
6	Blind bends on the river	Collision	rowers induction emphasises navigation rules and particular caution on bends	reminders and poster	impact damage, potential capsize, potential injury	rowers reminded to keep a good lookout and warn others of craft activity	Incident Logbook maintained to monitor situation	4	B	M	X	X	X	X	X
7	Ground work on site (gardening, site maintenance etc)	injury from equipment, fall from height	appropriately skilled individuals only or with close supervision	work only completed by agreement of committee	cuts, electrocution, falls	PPE worn where appropriate	appropriately skilled individuals only or with close supervision	4	B	M		X			X
8	Building maintenance on site (electrical, plumbing, building etc)	injury from equipment, fall from height	appropriately skilled individuals only or with close supervision	work only completed by agreement of committee	cuts, electrocution, falls	PPE worn where appropriate	appropriately skilled individuals only or with close supervision	4	B	M		X			X
Water and Weather															
9	Lightning	struck by lightning	follow BRs 30 / 30 rule	vigilance by rowers, on and off the water, on hearing thunder	electrocution	Captains/vice captains enforce 30/30 rule or where lightning is far away to advise training within easy reach of club.	reminders of where to seek safe shelter and of 30/30 rule	5	A	L	X	X	X	X	X
10	Poor visibility - fog, mist	potential collision or bank impact	rowing cancelled if pylons opposite boathouse cannot be seen	captain, vice-captains, crsa, or senior member decides if conditions unsafe	greater risk of collision	list on board of criteria for conditions and competent persons making decisions	reminders of criteria when conditions are present	4	C	M	X	X	X	X	X

11	Poor visibility - darkness	potential collision or bank impact	coxed boats only, with experienced coxes	captain, vice-captains, crsa, or senior member decides if conditions unsafe	greater risk of collision	list of criteria for conditions and competent persons making decisions	reminders of criteria when conditions are present	4	C	M	X	X	X		X
12	High winds	capsize, swamping, or blown into the bank	rowing cancelled or only experienced crews allowed on the water	captain, vice-captains, crsa, or senior member decides on crews allowed on water	capsize or swamping	only crew boats allowed on the water	coaches and crews to be aware of risks	2	C	L	X	X	X		
13	Fast current / High river level	Difficulty in controlling boat	rowing cancelled or only experienced crews allowed on the water	captain, vice-captains, crsa, or senior member decides on crews allowed on water	capsize or collision, difficulty in returning to boathouse	only crew boats allowed on the water	coaches and crews to be aware of risks	2	C	L	X	X	X	X	
14	Cold conditions	Health issues	rowers dress for conditions	rowers to be made aware of suitable clothing and hydration	risk of hypothermia	reminders to dress for conditions, reduction of outings for juniors	coaches and crews to be aware of symptoms and take action	3	C	M	X	X	X	X	
15	Hot conditions	Health issues	rowers dress for conditions	rowers to be made aware of suitable clothing and hydration	risk of sunburn, heat stroke, heat exhaustion	reminders to dress for conditions, take water bottles and wear sun cream	coaches and crews to be aware of symptoms and take action	3	C	M	X	X	X	X	
16	Biological contamination of the water	Contact with biological contamination of the water	rowers to avoid undue skin contact with the water, cuts and scratches are kept covered	reminders and poster	water borne diseases (e.g. Weil's disease)	availability of showers and washing facilities, affected rowers seek medical attention	coaches and crews to be aware of risks	3	B	L		X	X		X
17	Small boats used by inexperienced rowers	capsize of single or double or pair	use of 'floats' to stabilise, coaching/safety launch on water	Captain, vice-captains or coaches to make decisions	increased risk of capsize	swimming ability ascertained and capsize training, juniors wear buoyancy aids	regular swim tests and capsize training in local pool, coaches monitor rowers ability	2	D	M	X	X	X		X
Equipment															
18	Equipment handling	injury to person or damage to equipment	rowers trained in correct boat handling and lifting techniques	coaching	minor injury, potential damage to boat	reliance on rower competence, junior rowers given assistance	reminders by coaches and experienced members	2	B	L	X		X	X	
19	Damaged boats / blades	capsize, collision or swamped boat	damaged equipment quarantined until repaired	quarantined boats to be labelled or parts removed to prevent use	injury or boat not buoyant	equipment damage board for reporting problems	rowers encouraged to report problems/damage	2	C	L	X		X		X
20	Loose gates / riggers	possible capsize or 'crab'	all gates and riggers checked prior to boating	rowers coached in checking boat	injury	equipment damage board for reporting problems	rowers encouraged to report problems/damage	2	C	L	X		X		
21	Heel restraints not correctly secured or set	feet trapped if boat capsizes	all heel restraints checked prior to boating	rowers coached in checking boat	severe problems of keeping head above water	heel restraints to be set correctly before boat allowed on water	checking boats to be a routine activity	4	B	L	X		X		
22	Buoyancy hatches missing or not secured	boat loses buoyancy if swamped or capsizes	all hatches checked prior to outing	rowers coached in checking boat	crew in water	buoyancy hatches to be secure before boat allowed on water	checking boats to be a routine activity	3	B	M	X		X		
23	Bow ball missing / too flexible	injury to another boat crew member if collision occurs	all bow balls checked prior to outing	rowers coached in checking boat	injury	bow ball to be secured before boat allowed on water	checking boats to be a routine activity	4	B	M	X		X		
24	Steering mechanism faulty	increased chance of collision	all steering mechanisms checked prior to outing	rowers coached in checking boat	injury / damage to equipment	steering mechanism to be repaired before boat allowed on water	checking boats to be a routine activity	3	C	M	X		X	X	
25	Boat not correctly set up and adjusted for rower	rower suffers musculo-skeletal injury	ensure correct adjustment before going afloat	notice and reminders to rowers and coaches	musculo-skeletal injury	provide first aid treatment AND recommend physiotherapy or other appropriate treatment	maintain first aid training and equipment	2	C	L		X	X	X	

26	Storage of fuel for launches	Fire hazard	Limited quantity of fuel stored in line with requirements	launch drivers aware	fire and fume risk	fuel stored in appropriate cabinets	launch drivers aware	4	B	M	X	X	X		X
27	PFDs not functional	failure to provide buoyancy if wearer is capsized into water	simple checks on lifejackets - cylinder, any tears, and straps	rowers coached in checking lifejacket and correct wearing	difficulty in being able to maintain buoyancy	regular maintenance checks on lifejackets	maintenance checks recorded	4	B	M		X	X	X	X
Mechanical															
28	Use of Safety/coaching Launch	safety / coaching launch engine/steering breakdown	check engine oil, sufficient fuel and steering linkages	only RYA 2 and experienced drivers to use launch	launch unable to act in safety capacity	checklist fixed in launch as reminder	regular engine maintenance - logged	3	C	M	X	X	X		X
29	Use of Safety/coaching Launch	driver accidentally overboard	Driver wears "kill cord"	only RYA 2 and experienced drivers to use launch	launch collides with other craft or runs over driver	checklist fixed in launch as reminder including all occupants to wear buoyancy aids	posters on safety board and reminders where rules not applied	5	A	M	X	X	X		X
Access															
30	Slippery landing stage (mud, ice, duck droppings)	slipping	landing stage to be swept, washed down, or gritted prior to outings	crews instructed to clear landing stage	slip injury	reminders to rowers	encourage crews to take action	3	C	M	X	X	X		
31	Landing stage edge under water	damage to equipment / crew member slips off landing stage	support by non crew members to help with boat launching and indicate edge of landing stage	crews ask for help	injury / damage to equipment	crews seek help	encourage crews to take action	2	C	L	X	X	X		
32	Boat handling	injury caused by boat handling on land	trainer rowers how to handle boats correctly	coaching, information displayed in the boathouse, reminders at the time, help available when needed	injury, damage to equipment	provision of first aid AND quarantine damaged boats, AND repair boats	maintain first aid training and equipment AND maintain boat repair equipment and skills	2	C	L	X	X	X	X	X
33	Walkways in boathouse	Slips, trips and collision	walkways kept clear, individuals aware of protruding riggers	make members aware of keeping walkways clear and protruding riggers AND tennis balls on riggers	injury	reminders to members	boathouse manager oversees	2	C	L	X	X	X	X	X
Individual															
34	Medical condition of rowers on the water	Medical condition made worse	annual question on medical problems in membership renewal	rowers advised to report any problems	medical condition made worse	Stop rowers likely to collapse from rowing in a 1x AND provide safety launches with qualified drivers AND provision of first aid AND record kept AND advised to seek medical advice	coaches made aware of any medical condition AND ensure launches maintained and drivers competent AND maintain training and equipment AND members give details of health problems in application and annual membership renewal	3	B	L		X	X		X
35	Medical condition of rowers on land	Medical condition made worse	annual question on medical problems in membership renewal	rowers advised to report any problems	medical condition made worse	record kept and advised to seek medical advice AND provision of first aid	coaches made aware of any medical condition AND maintain training and equipment And members give details of health problems in application and annual membership renewal	3	B	L		X	X		X
36	Medical condition of launch occupant	occupant of launch falls unwell	annual question on medical problems in membership renewal	launch crew advised to report any problems	medical condition made worse	two people in launch wherever possible	launch buddy sign up sheet	3	B	L	X	X	X		X

37	Swimming ability	rower in the water	club rule - all rowers to be able to swim 50 meters or if unable to wear a PFD	coaches to be made aware of any person unable to swim	possible drowning	record kept of declaration or swim test	coaches made aware	4	B	M		X	X		X
Land Training															
38	training with free weights	injury from falling weight	watcher/catcher to be present with person training	gym rules	injury	gym notice	warnings to those training alone	4	B	M	X	X	X		X
39	Incorrect use of equipment	sprains and strains	training given in correct use of equipment	coaches to supervise	injury	coaches in attendance at club training sessions	posters to emphasise correct technique	3	C	M	X	X	X		X
40	Slips and trips in Gym	injury	clear away equipment after use, no drinking glass in the gym	gym rules	injury	poster in gym	reminders to offenders	3	C	M	X	X	X		X
Clubroom and Kitchen															
41	Hot drinks	scalds and burns	easy access to water boiler and kettle, adults only making hot drinks	kitchen surfaces kept clear	injury	seek medical advice and provision of first aid	maintain first aid training and equipment	3	B	L		X			X
42	Cooking and food preparation, including deep fat fryer	burns and cuts	suitably competent people cooking in kitchen	reminders and supervision	injury	seek medical advice and provision of first aid	kitchen equipment maintained AND maintain first aid training and equipment	4	B	M		X			X
43	slips and trips in kitchen / clubroom	injury	floors kept clear and clean	regularly cleaned	injury	seek medical advice and provision of first aid	maintain first aid training and equipment	3	B	L		X			X
Learn to Row (LTR) and Rowing Taster sessions															
44	See separate risk assessment														
Trailer inc loading															
45	Use of trailer	Trailer breakdown/load adrift whilst on the road	Checklist for driver prior to setting off	Checklists kept as record AND authorised trailer drivers only	road traffic accident	record of checklists kept	BR trailer pamphlet for all drivers and LBC guidance document	4	B	M	X	X			X
46	Trailer loading and unloading	injury caused when loading boat trailers	train members how to load boat trailers	trained/skilled member to oversee loading of trailer	potential injury, damage to boats	provision of first aid AND quarantine damaged boats AND repair boats	Maintain first aid training and equipment in the towing vehicle AND maintain boat repair equipment and skills	2	B	L		X	X	X	X
47	Transport of boats by road (inc on ferries)	collision when transporting boats	care by car and/or trailer drivers	information and guidance to drivers AND maintenance of trailer AND trailer drivers with instruction	potential injury, damage to boats	provision of first aid AND quarantine damaged boats AND repair boats	Maintain first aid training and equipment in the towing vehicle AND maintain boat repair equipment and skills	3	B	L		X			X
Pre-existing medical conditions and levels of fitness															
48	Medical condition of rowers	Illness or collapse	exercise within capabilities of the individual	coaches and coxes aware	unknown health effects, possible further consequential harm	provision of first aid AND keep records of members medical problems	maintain training and equipment AND members give details of health problems on application form	2	B	L	X	X			X
Safeguarding															
49	coaching children	coach has a position of authority over the child or adult at risk, leading to physical and/or mental harm of the child or adult at risk	Qualified coaches only, with up to date DBS and safeguarding checks in place	CRSA to ensure up to date qualifications and training held	physical or mental harm to child or adult at risk	Coaching within the vicinity of others, with another adult when possible	coaches aware AND easy access to Club Welfare Officer or their contact details	4	B	M		X	X		X

50	unattended under 18s on site	safeguarding issue	under 18s not allowed to be unsupervised on site	captain, vice-captains, crsa, or senior member to advise parent/guardian	physical or mental harm to under 18s	Reminders in induction booklet and to members	Coaches, committee and CWOs aware and to intervene where necessary	4	A	L	X	X	X		X
51	access to children or adults at risk via social media and LBC comms apps	personal contact outside LBC's jurisdiction	Parents/carers included in club WhatsApp and coaching chat groups	avoid contacting a child through their personal mobile number and instead seek contact through a parent/carer, or a group message which includes other coaches and rowers;. Under 18s not included on whatapp groups to avoid sharing personal contact details	physical or mental harm to the child or adult at risk	Follow British Rowing Social Media policy: obtain parental permission for contacting children direct with a specific agreed purpose (not conversation), ensure a method of accountability is arranged and take steps if a child misinterprets such communication and tries to engage conversation. https://www.britishrowing.org/wp-content/uploads/2021/09/Online-Safety-2020-October-Clean-2021.pdf	Coaches, committee and CWOs aware and to intervene where necessary	4	B	M	X	X	X		X
52	changing rooms	invasion of privacy when changing or showering	limit access to changing rooms, especially when children or adults at risk are changing	key codes on changing rooms, limiting access	physical or mental harm to child or adult at risk	notice on changing room door to show when children or adults at risk are changing	encourage use of signs on doors	4	B	M		X	X		X
Data Protection															
53	personal details	disclosure of personal information	personal information held securely on Club Hub and by the Membership Officer, with permission	secure storage available on Club Hub, iCrew and other suitable store	upset, invasion of privacy, etc	permission asked to hold	Temporary membership form asks for relevant permissions	4	B	M	X	X	X	X	X
54	photos	sharing of personal information	photos or video not shared without permission	coaches aware	upset, invasion of privacy, etc	permission asked to share photos for coaching purposes and social media	Temporary membership form asks for relevant permissions	4	B	M	X	X	X	X	X
Social events (Annual dinners, Club suppers, external events, etc)															
55	Handling and storage of chairs, tables and other items	injury from manual handling, falls from height	appropriate manual handling techniques, storage in areas that are easily accessible	items stored in suitable storage areas	injury	items moved by suitable adults only, or with supervision	Captain, CRSA or committee to oversee	4	B	M		X			X
56	Bar including alcohol	Access to alcohol by under 18s	Over 18s only allowed to work in the bar, no access to alcohol for under 18s	bar staff only over 18 years	underage access to alcohol	bar staffed by adults	Social Secretary, Bar Manager and/or Committee to oversee	1	B	L		X			X
57	Fire	injury from fire	appropriate fire protection on site, waste material disposed of regularly	No smoking within any of the buildings on site	injury or death from fire	Fire extinguishers throughout the site, regularly maintained	maintain fire extinguishers and fire blankets in appropriate places on site	5	A	M		X			X
58	Disposal of glass and rubbish	injury from broken glass or other materials	only competent people to remove rubbish	wear gloves for broken glass	cuts from glass and other sharp items	provision of first aid	maintain first aid equipment	2	C	L		X			X
59	Barbecue	injury from burns	appropriately skilled individuals only or with close supervision	trained/skilled member to use BBQ	injury	suitable PPE worn	provision and maintenance of suitable PPE	3	C	M		X			X