|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Risk Assessment Document** | | | **Club:** | | **Medway Towns Rowing Club** | | | | | |
|  | **Club Location:** | | | **Cyril Baker Boathouse, Esplanade, Rochester, Medway, ME7 1QL** | | | | | | | |
|  | **Date of Completion:** | | | **updated 10/09/2021** | | | | | | | |
|  | **Completed by:** | | | **John Coull** |  |  | **Position held at Club:** | | **Chairman** | | |
|  | **Purpose of Document:** | | | **Risk Assessment focused on Medway Head 2021 & General Risk Assessment** | | | | | | | |
|  |  |  | **Risk Assessment** | | | **Reduce Likelihood of Events** | | **Mitigate the Consequences** | | | |
| **No.** | **Hazard or Hazardous Event** | **Consequences** | **Severity (1-5)** | **Likelihood (A-E)** | **Risk (L, M, S, I)** | **Barriers** | **Action to maintain barriers** | **Barriers** | **Action to maintain barriers** |  |  |
| **Medway Head 2021 Specifics** | | | | | | | | | | | |
| **1** | Conditions on the day | Minor damage to boats, potential serious injuries and capsizes (5) | 3 | B | L | Conditions will be monitored prior to the event, if deemed too unsafe, race will be cancelled or shorten. | Safety Advisor and other safety launches will inspect the course throughout and will have access to radio to cancel event as necessary | All crews will be asked to return to the clubhouse as safely as possible, or possibly a shortened race distance, launches will accompany all boats to ensure safe return | Radio system in place to keep constant communication on conditions on various parts of the river, members at the club ready to help get off the water and aid any crew members as required (first aid etc.) | | |
| **2** | Movement of Boats | Minor/Major damage to equipment and boats, minor injury | 2 | C | L | All competitors and attendees will be asked to take care and be aware of constant and increased boat movement throughout event | All attendees will be expected to use general common sense in making sure that they remain aware of usual activities at any racing event | First aiders and kit available at the club. Emergency numbers and hospital numbers available at the club. | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse. | | |
| **3** | Heavy Vehicle movement | Minor/Major damage to boats and injuries | 4 | B | M | Marshalls will guide all vehicle drivers to ensure safe parking and place for competitors to move freely and safely | Marshalls will continue to ensure vehicles and trailers will be asked to take care when moving around the car parking area and to take care of boats and competitors | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **4** | Moored Boats | Minor/major damage to boats and equipment, potentially serious injuries and capsizes | 3 | B | L | Moored boats and pontoons will be highlighted during safety briefing ensure competitors are aware of the important areas to take care of. | Marshalls will continue to ensure that crews remain aware, and will be present on those most protruding areas, to ensure crew awareness and safety | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **5** | Capsizes | Major/minor injuries and damage to boats | 4 | B | M | Safety Launches and first aiders will be positioned along the course to be able to recover any and all capsized vessels and competitors | Marshalls and first aiders in launches will continue to monitor all competitors along the course to be readily available as required | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **6** | Other river users | Minor/major damage to boats, minor injuries | 2 | A | L | Medway Ports and all other authorities/ associations along the Medway have been given prior notice of the event | Any river users will be asked to slow down and take caution along the race course and to be aware of multiple crews on the river | Crews will be reminded and in extreme cases warned to be careful of the wash created by other river users, if necessary stopping | Launch Marshalls will be on hand in order to ensure crews are safe and to aid crews in dealing with potential issues caused by other river users | | |
| **7** | Crews marshalling at the start and finish | Minor damage to boats and minor injuries | 1 | B | L | At least one safety launch, Marshalls and first aiders will be present to manage the marshalling process and to ensure crew safety | Particular notice has been given to ensuring crews steadily land and return to the club as quickly as possible to avoid any issues with other boats and river users | A safety launch will be on hand to organize crews to land and to Marshall safely at the finish line | All launches will follow the last crew to the club, where those launches will then be available to aid the other launch and Marshalls in helping crews back on land | | |
| **8** | Overtaking during race | Minor damage and minor injuries | 1 | A | L | All competitors will be reminded during the safety briefing to take usual care in overtaking, and the best practice is to make the crew being overtaken aware | Launches and Marshalls will be monitoring all of the crews and the race course, and will be on hand to deal with any issues with overtaking | Safety launches, first aiders and Marshalls will be available to deal with any potential clashes of boats or injuries to ensure the safety of the crews | All launches will follow crews up after last crew has started, and radio contact will be used so that launches can manage the right course areas if a launch is required for rescue | | |
| **9** | Circulation Pattern for race | Minor damage, minor injuries and risk of capsize (5) | 2 | A | L | All competitors will be made aware of the racing circulation pattern at the safety briefing, and are able to see it in the Safety Document | Competitors will remain monitored by safety launches and Marshalls throughout course and event to ensure correct and safe use of the river | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **10** | Keeping protected from weather - Competitors | Minor/major injuries | 4 | B | B | All competitors will be reminded to wear plenty of layers to get to the start of the race to ensure they remain warm and do not risk any issues such as hypothermia | At the start of the race, the marshalling launch will give a warning for crews to de-layer to ensure crew members are warm and safe | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **11** | Welfare and safeguarding | Children and vulnerable adults not protected | 5 | A | M | River conditions monitored to ensure safety of all crews; responsible members of visiting clubs identified to race control | Organizing committee to ensure those making decisions on safety of course consider all competitors; safeguards in place to cover protection of personnel on club premises | Details of Welfare Officer provided on club noticeboard and parents and guardians of children and vulnerable adults are made aware of whom to contact with any concerns | Review of race and procedures at wash up meeting, to ascertain where improvements can be made | | |
| **COVID 19 Risk Assessment** | | | | | | | | | | | |
| **1** | Exposure to Covid 19 by public transport or in a car with someone from a different household | Minor Illness  Severe Illness  Life-changing illness or death | 3  4  5 | A  A  A | L  L  M | Current General Advice from Government / NHS  Additional advice from BR | Race Committee to advice competitors and support around Covid protocols in Notice to Competitors | Parking, Registration and use of facilities set up to promote separation between crews / clubs. | Race Committee and on site marshals briefed on protocols to minimise cross group contact. | | |
| **2** | Exposure to Covid 19 when accessing club facilities | Minor Illness  Severe Illness  Life-changing illness or death | 3  4  5 | A  A  A | L  L  M | Current General Advice from Government / NHS  Changing Rooms closed other than for emergency showers  Outdoor toilets provided, Indoor toilets one way system in place.  Catering provided outdoors.  Registration conducted in vented / restricted area with one wat system in place. | Race Committee to advice competitors and support around Covid protocols in Notice to Competitors | Use of facilities set up to promote separation and minimise crowding between crews / clubs. | Race Committee and on site marshals briefed on protocols to minimise cross group contact | | |
| **3** | Exposure to Covid 19 through touch contact / shedding | Minor Illness  Severe Illness  Life-changing illness or death | 3  4  5 | A  A  A | L  L  M | Indoor facilities decontaminated with anti-bacterial before the event. | Anti-bacterial hand sanitiser and spray available of self-use.  Cleaning rota in place to de-contaminate high contact areas hourly. | Lateral flow test kits available for individuals on need.  Trained first aid practitioner on site to advise on symptomatic illness | List of trained first aiders displayed within the clubhouse near to registration. | | |
| **4** | Exposure to Covid 19 through infected competitors | Minor Illness  Severe Illness  Life-changing illness or death | 3  4  5 | A  A  A | L  L  M | Current General Advice from Government / NHS  Notice to Competitors providing advice on symptomatic and Surge Test area competitors. | Current General Advice from Government / NHS  Lateral flow test available for use on site. | Use of facilities set up to promote separation and minimise crowding between crews / clubs. | Race Committee and on site marshals briefed on protocols to minimise cross group contact. | | |
| **General Risk Assessment** | | | | | | | | | | | |
| **1** | Trip Hazard | Minor injury, potential for more major injury, damage to equipment | 1 | C | L | Floors kept clear with any obstructions made as safe as possible, or highlighted | All members are made aware that it is their responsibility to take care and attention of the environment | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **2** | Bump Hazard | Minor injury, potential for damage to equipment | 1 | B | L | Any potential obstructions highlighted, or noted | All members are made aware that it is their responsibility to take care and attention of the environment | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **3** | Slip Hazard | Minor injury, potential for more major injury, damage to equipment | 2 | B | L | Members informed to wear appropriate shoes/wellies for boathouse slipway and balcony respectively | Wellie bin is provided, all floors inside boathouse and balcony area are kept clean of any major spoiling | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **4** | Door Hazard | Potential Minor Injury | 1 | B | L | Glass panels inserted in doors to ensure that people are visible  from either side, with exception of toilets and changing rooms | General common sense that people should take care and not slam doors open | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **5** | Moveable Rack Hazard | Potential minor injury, damage to equipment | 1 | B | L | Any new members are made aware, but has brakes and needs to be pushed to move | Two people should move it at any one time, ensuring no-one is walking by | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **6** | Equipment/ Tool Hazard | Could cause minor injury and increase chance of hazards in No. 1,2 & 3 | 2 | C | L | Anyone that uses any equipment/ tools at any time is encouraged to then put that equipment away after use to avoid incident | Toolboxes and workbench used as locations for tools to be left, and all other equipment has a specific place to be kept | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **7** | Boat movement, racking and de-racking | Potential minor injury, damage to equipment | 2 | D | M | All beginners are talked through step by step how to de-rack the boat correctly and safely | As mentioned all beginners are 'inducted' and calls are taught to be made when moving a boat | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **8** | Shutters | Could cause minor injury | 1 | A | L | Only those more experienced members know the codes to the shutters and how they are used | Shutters have automatic chain stop if the shutters are being dropped too quickly | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club, shutters may need to be fixed | First aid kit is kept updated, and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **9** | Ergo's /Weights/ Gym Area | Could cause serious injury and damage | 3 | B | L | All members are instructed on safe practice and use | Posters are in place to re-enforce the instructions taught initially | First aiders/kit available, committee would ask the individual(s) to not use equipment, or at least have assistance | First aid kit is kept updated and first aid courses are offered on an annual basis. Posters and coaching are available to instruct correct use | | |
| **10** | Boiling Water/ Kitchen Area | Potential for burn injury, cuts and scrapes | 1 | A | L | General common sense and care is asked to be taken whilst in the kitchen area | Notes and warning signs are left around the kitchen area | First aiders and kit available at club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **11** | Heaters Electric/ Diesel | Potential for major/ minor injury, including burns | 5 | A | M | Heaters must always be switched off when leaving the club | Diesel heater is used only when necessary by those who know how, electric heaters are always turned off | First aiders and kit available at club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **12** | Fixtures & Fittings | Could cause minor injury | 1 | C | L | General common sense, and care is asked to be taken when walking through clubhouse area | No running policy, and all fixtures and fittings asked to be respected - i.e. no standing on tables | First aiders and kit available at club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **13** | Fire - Hazards | Potential for major/minor injury, possible fatalities and extensive damage to equipment and building | 5 | A | M | General rules of fire safety - including briefing on location of fire hazard needs | All fire extinguishers, exits, blankets, assembly points and contact numbers are provided and highlighted | Emergency numbers are available in the club, along with extinguishers, exits, blankets and an assembly point, building is fire-proof coated | Emergency numbers are kept in the clubhouse. Fire proof coating restricts risk of any fire starting from outside and will stop fire spreading | | |
| **14** | Car Park/ Moving vehicles | Potential major injury, damage to structure | 3 | A | L | Members informed and shown that the ramp could considerably affect control of a vehicle | Informing members of the ramp, and its effects, also asking drivers to be careful when entering and exiting car park areas | First aiders and kit available at club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse | | |
| **15** | Boat Trailer | Potential minor/ major injury, damage to trailer, vehicle and equipment | 4 | B | M | Only those that are experienced enough to know how to hitch and prepare trailer are allowed to do so, also tying on of boats and equipment is monitored and checked by an experienced member | All members are taught how to tie on a boat correctly, how to distribute weight when standing on a trailer, and how the trailer should be prepared and loaded correctly | First aiders and kit available at club, emergency numbers and hospital numbers available at the club, damaged trailer/ equipment to be left at club as covered by insurance | First aid kit is kept updated and first aid courses are offered on an annual basis. Emergency numbers kept in the clubhouse. Insurance is renewed/ updated by club treasurer | | |
| **16** | Boat waiting | Potentially significant damage to equipment, slight chance of injury | 2 | C | M | Tressles have been updated and are shown how to use correctly for the boat they are using | Instructions are given to new members on how the tressles should be used correctly, and how one person should always stay with the boat and how to secure a boat in windy conditions | Boat to be returned to tressles securely and inspected, before leaving in clubhouse as covered by insurance, fist aiders/kit available in the clubhouse for injury | Procedure for waiting with a boat, particularly in high wind is constantly enforced. Insurance updated by club treasurer. First aid kit and course updated regularly | | |
| **17** | Moving Launch | Potentially significant damage to equipment, slight chance of injury | 2 | B | L | Difficult to be moved by a single or few people, also code is required for access to it | Launch should be moved with at least two experienced members involved in order to instruct  newer members and ensure it is done correctly | First aiders/ kit are available at the clubhouse, committee would stop those individuals affected from moving launch, codes may need changing | First aid kit and courses updated/ offered regularly. Codes can be changed more often, and enforcement of having experienced members to assist/direct | | |
| **18** | Launch Engine | Potential to cause major injury | 2 | B | L | Code needed for access to launch, and therefore the engine, filled up and started/driven by experienced/licensed members only | Launch should be moved with at least two experienced members involved in order to instruct  newer members and ensure it is done correctly | First aiders and kit available at the club, emergency numbers and hospital numbers available at the club, any damage to equipment would be covered by insurance | First aid kit is kept updated and first aid course are offered on an annual basis. Emergency contacts kept in the clubhouse. Insurance is renewed/updated by club Treasurer | | |
| **19** | Using space under boat-house (low ceiling) | Potential minor injury and damage | 1 | A | L | All members instructed to take care when going under the boathouse, as the ceiling is low | Lights have been installed underneath, and it is advised to have more bodies to help bring a boat out than there would normally be | First aiders at club, codes are on both doors to stop those who aren't aware of getting into any of the underneath spaces | First aid kit and courses updated/offered regularly. Codes can be changed more often. All members advised to take time | | |
| **20** | Untrained drivers (Launch/Trailer) | High risk of injuring others, and damaging equipment | 4 | B | M | All those individuals who use the launch need to have an RYA Level 2 qualification or been taught, in numerous sessions, or have an experience driver in the launch with them until competent or are in the process of gaining the RYA certificate. | Any potential new driver must have spent at least 10 sessions (or less based on ability) with another experienced driver and displayed good ability | First aiders/kit available at club, equipment covered by insurance, only trained individuals allowed use of launch/trailer | First aid kit is kept updated and first aid courses are offered on an annual basis. Insurance is renewed/updated by club treasurer. Committee would decide the extent of the reprimand after discussions | | |
| **21** | Carrying Blades | Risk of injury to others | 1 | C | L | All members are given clear instructions on how to carry blades | All members are advised on the best way to carry blades, and whether they should be left prior to outing and after | First aiders and kit available at club, emergency numbers and hospital numbers available at the club | First aid kit is kept updated and first aid courses are offered on an annual basis. Emergency numbers kept in clubhouse | | |
| **22** | Use of River and Navigation | Risk of injury, damaging equipment, capsize and authorities action | 4 | B | M | Navigation rules and circulation pattern | Members are constantly assessed to ensure that they are competent, all members are also shown the circulation pattern, and it is readily available to study in the boathouse | Members could have 'competence allowance' removed from them, and stopped from making outings without other more experienced members there, patterns and maps available at club | Competence of crews are usually an ongoing process, monitored by members of the committee/coaches. All members are aware and reminded of the navigation rules set by the club committee | | |
| **23** | Carrying boats | Small risk of damaging equipment and causing injury | 2 | B | L | Instructions given on how to carry any boat | Step by step instructions are given to make members aware, and are also shown what part of the boat and where they should be carrying it | Those individuals would be shown again how to carry a boat correctly and safely, first aiders/kit available, emergency contact numbers are also available | All members are shown how to carry boat correctly on first few outings at the club, and are always reminded. First aid kit/courses are updated/offered regularly | | |
| **24** | Placing boats on water | Could cause damage to equipment | 2 | D | M | Water level and instructions  given on best practice | Boat should always be taken out to as far as possible, ensuring rudder and fin are not grounded, and that the crew weight will still allow room for boat to move damage-free | Those individuals would be shown how to boat correctly, or would be stopped from making outings alone and would be monitored more, the damaged equipment would be covered by insurance | All members are shown how to boat correctly on first few outings, and constantly reminded on best practice. Insurance is updated by club treasurer | | |
| **25** | Getting in & out of boat | Potential damage to boat, risk of minor injury, including immersion | 1 | C | L | Instruction is given on best practice of getting in and out of the boat, cox or steerer is always person in charge of boating, coaches may be present to help | All members are taught the best practice, and one designated person is always responsible for getting in and out, with correct and clear calls | Safety launch would be available, as would first aiders/kit, emergency numbers if required | There is always a safety launch driver at a planned water sessions, if required. First aid kit/courses are updated/offered regularly. Emergency numbers available in the clubhouse | | |
| **26** | Capsize Risk | Risk of injury, major health issues (hypothermia & panic attack), entrapment and damage to boat | 4 | B | M | Capsize drill is taught annually, and all members should display competence in a more secure boat before moving on to fine boats | Capsize drills and posters of information are available. Members are not allowed to go out in any boat, unless they have shown they are competent, the safety launch should be readily available | Assistance should be called for, safety launch would be available, spare kit | Members who go out on outings alone are always to carry a mobile phone. Usually at most planned sessions there is at least one launch driver. All members are advised constantly that spare kit is essential for water outings | | |
| **27** | Hitting Obstacles/Other Boats | Potential injury, significant damage and/or capsize | 3 | C | M | Navigational rules (No.22) and competence of steerer | Circulation pattern and map provided in boathouse, safety launch should also be available | Safety launch would be available, as would first aiders/kit and emergency numbers, competence of crew would  need to be questioned/checked | There is always a safety launch driver at a planned water sessions. First aid kit/courses are updated/offered regularly. Emergency numbers available in the clubhouse. Competence of any crew is a constant assessment, and up for discussion with the committee | | |
| **28** | Injury Risk | Heat Exhaustion, Hypothermia, Muscle injury | 3 | B | L | Clubhouse and gym area in particular is equipped with provisions to deal with any of these particular problems | Windows for fresh air, water and cool drinks, first aid kit is also available | First aiders/kit and emergency number are available at the club, committee would review how sessions are run | First aid kit/course are updated/offered regularly. Emergency numbers are available in the clubhouse. Committee will monitor and change how sessions are run when and where appropriate - safety is paramount | | |
| **29** | Equipment Safety Checks | If not performed - potential damage to equipment, crew and potential capsize/ swamping | 2 | B | L | All members should inform and notify those who need to know of damage (gearsmaster) and should also log the damage on the damages board | Gearsmaster is always aware of damaged boats, which is also highlighted and noted. Crews are shown how to check their boat and it is their responsibility | Any members not aware of how to perform basic checks will be shown again, safety launch would be available | All members are instructed when they initially join the club on how to check a boat over correctly and information is provided in the clubhouse | | |
| **30** | Conditions | Crew not competent, or in unsuitable boat, could cause damage and serious health issues | 3 | B | L | All crews are responsible for safe practice and ensuring that the conditions are right to be able to go out safely | Safety Advisor of Club is often at hand, also experienced members know how conditions or the river may change. Basic guidelines of visibility and over choppy conditions are set by the committee | Safety Advisor or most experienced member present would make the call on whether the conditions were safe enough for outings, crews competence could be assessed by committee members | Experienced members or Safety Advisor have the authority and responsibility to ensure that the conditions are suitable for the crews. Experienced crews are allowed more leniency than beginners and so are constantly assessed. | | |
| **31** | Outing Recordings | If not Completed - Crews could be left with no safety cover or assistance, resulting in damage to equipment, injury and health issues | 1 | E | M | Crews are instructed that before and after their outing, the outing should be noted and logged to allow for safe practice | Outings board to be filled by crews, to ensure their safe return, also outings log book should be filled in so that the club is aware of who is going out, at what times, with what equipment and to note of any incidents | Any individuals offending this would be reminded on the procedure of the club, safety launch will also be available | The procedure has been updated and made more robust over time, with all members made aware of the correct procedure. There will usually be a safety launch driver attending in case of crews needing to be found | | |
| **32** | Welfare and safeguarding | Children and vulnerable adults not protected | 5 | A | M | Personnel responsible for coaching children and vulnerable adults CRB checked through British Rowing and follow protection guidelines | Welfare Officer maintains watch over CRB checks and issues updates on policy associated with protection measures | Details of Welfare Officer provided on club noticeboard and parents and guardians of children and vulnerable adults are made aware of whom to contact with any concerns | Welfare a standing item on monthly committee meeting agenda | | |