|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Boat Club Generic**  *Working in the boat house, Travelling around site, launches, training.* | | **Date**  **23/10/2020** | **Last review date**  **23/10/2020** |
| **Unit/Faculty/Directorate** | **SUSU Boat Club** | **Assessor** | **Oliver Taylor**  ***Boatman*** | |
| **Line Manager/Supervisor** | **Alex Dalgliesh**  ***President*** | **Signed off** |  | |

|  |  |  |
| --- | --- | --- |
| Work/Activity: Normal Operations of SUBC | | |
| This Risk assessment is aimed at covering the day to day operations at Southampton University Boat Club. The club operates from the University Watersports centre. | | |
| Group: | Assessor(s): Oliver Taylor | Contact: [boatclub@soton.ac.uk](mailto:boatclub@soton.ac.uk) |
| Guidance/standards/Reference documents | Competence requirements | |
| * <http://www.hse.gov.uk/Risk/faq.htm> * British Rowing RowSafe Publication | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Oliver Taylor,  Boatman & Safety Officer  Safety boat drivers - Various  Watersports centre staff  Crews | SUSU health and safety training  RYA PB2 Qualification  RYA First Aid (only held by some)  Prior rowing experience |
| Risk assessments linked – Normal operations |
| Watersports Centre Risk Assessment |

| ***PART A*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Vehicle movements | Injury to rowers, damage to boats/vehicles | Users of the Watersports centre, being struck by a vehicle or trailer | **2** | **4** | **8** | * Site speed limit (5mph) * Designated roadway | **1** | **1** | **1** |  |
| Moving around the site | Slips/Trips & Falls | Users of the Watersports centre | **4** | **3** | **12** | * Steps & slipway regularly pressure washed * Hard-standing area kept clear of obstacles as much as practical * Steps, slipway & hard-standing gritted/salted if close to freezing * Blades left on grass to side of steps prior to boating * Trip hazards to be cleared when identified | **1** | **3** | **3** |  |
| Moving around the site | Sharp debris on floor | Users of the Watersports centre | **3** | **2** | **6** | * Require a form of footwear to be worn (e.g. flip flops or wellies) * Debris picked up before & after sessions * Bins provided around site | **1** | **2** | **2** |  |
| Launching & recovering boats and launches | Manual handling causing injury | Participating crews, by incorrectly lifting /handling boats or equipment | **2** | **3** | **6** | * No moving of boats without the full crew present * Waiting for further help if necessary * Only moving boats under the direction of a cox or coach that has been taught the correct boat handling technique | **1** | **3** | **3** |  |
| Launching & recovering boats | Capsize of craft | Participating crews | **1** | **5** | **5** | * Capsize drill taken by all SUBC club members * Coaches/captains close by for assistance * First aid kits & thermal blankets located in safety launches, boat sheds and on the hard itself | **1** | **2** | **2** |  |
| Other boat movements | Manual handling, crews being hit by boats | Participating crews, by incorrectly lifting /handling boats or equipment | **2** | **3** | **6** | * Reliance on rowers’ competency * Only moving boats under the direction of a cox or another person that has been taught the correct boat handling technique | **1** | **3** | **3** |  |
| Recovering boats | Crash into the landing area | Participating crews and people helping at the landing stage | **2** | **3** | **6** | * Good practice by coxes * Crews should slowly approach landing area | **1** | **2** | **3** |  |
| Being on a river | Drowning | Competing crews and any other people afloat, through capsize or falling out of the craft | **2** | **5** | **10** | * All members undertake a capsize drill * All members must be able to swim 50m in light clothing, swim underwater for 5m in light clothing and tread water for 5 minutes * Safety launch cover | **1** | **3** | **3** |  |
| Participating in Watersports | Collision with other traffic, buoys, bridges | Injury to participating crews | **3** | **4** | **12** | * Coxes trained in the safe navigation of the river and obstacles * New obstacles/dangers shares with coxes/crews as soon as they become apparent * Safety launches to warn crews of dangers ahead | **1** | **4** | **4** |  |
| Participating in watersports | Adverse weather | All participants | **3** | **4** | **12** | * All outings will be cancelled/delayed under any of the following conditions:   + Visibility <100m   + Lightning forecast or observed   + Forecast extremely heavy rain   + Average windspeeds in excess of 20mph   + forecast   + Snow/hail   + Air temperature below -5 deg. C   + Any relevant weather alerts issued | **1** | **3** | **3** |  |
| Participating in watersports | Exhaustion | Participating crews | **4** | **4** | **16** | * Coaches/coxes judgement * Safety launch cover | **1** | **4** | **4** |  |
| Safety launch duties | Improper use | Safety launch crews | **2** | **4** | **8** | * All launch drivers to hold a valid RYA Powerboat Level 2 certificate * All launch occupants must wear a lifejacket or suitable buoyancy aid * The driver must wear a kill cord at all times * The driver must check the launch is in suitable working order prior to engaging in safety boat duties * Launch drivers to maintain a lookout for other river traffic and dangers to both the launch and the escorted boats * Launch drivers to follow all local rules of navigation, including COLREGs * All occupants should be in a suitable state to ‘operate machinery’ (not intoxicated, exhausted or otherwise incapacitated) * No unnecessary passengers in any launches * Any person found to have broken these rules will be immediately banned from using a launch | **1** | **4** | **4** |  |
| Participating in watersports | Waterborne diseases | All participants | **3** | **2** | **6** | * Any cuts or open wounds to be protected with waterproof dressings * Showers available in the changing rooms * Disinfectant handwash and wipes available in the changing rooms and at the front of the boat sheds * First aid kits with suitable disinfectant wipes and dressings available in all launches and buildings | **2** | **2** | **4** |  |
| Participating in watersports | Excessive temperatures  (+/-) | Injury to rowers, potential hypothermia or heat exhaustion | **3** | **4** | **12** | * Outings cancelled when air temperature drops below -5 deg. C * First aid kits and thermal blankets in all safety launches and boat sheds * Reminding rowers to bring adequate clothing for the forecast weather, changes of clothing and plenty of drinking water to all sessions | **1** | **3** | **3** |  |
| Participating in watersports | Faulty equipment | Injury to rowers, potential for minor injuries and sinking of boats | **4** | **2** | **8** | * Reporting any faulty equipment to the Boatman so they can be repaired as soon as possible * Cleaning boats and blades to prevent salt build-up * If repair is required on any SUBC equipment that the boatman, president, and treasurer agree cannot be carried out at the boat hard, the item be sent off to an external servicer | **1** | **2** | **4** |  |
| Refuelling petrol tanks | Fire | Injury to users of fuel store and damage to the building, potential for fire | **2** | **5** | **10** | * Fuel store is locked, and alarmed, and limited people have access to it * Guidance for safe usage of fuel store given to all users | **1** | **5** | **5** |  |
| Using tools in the boat shed | Tools causing damage to people or boats | Injury to operator and passers-by, and potential damage to boat | **3** | **3** | **3** | * Limited access to power tools (boatman and other authorised members under instruction of the boatman) * Instructions for safe use of all tools given during handover of committee, document containing links to videos teaching safe and proper use of each tool in the boat shed * Necessary PAT tests to be carried out once every 5 years * Tools to be cleaned using WD40 and a rag if necessary, after use * All power tools to be turned off and unplugged when not in use * Quality of all tools to be checked at the end of each academic year by the boatman * If a tool is deemed unfit for further use a replacement tool will be purchased to prevent poor future repairs * Only the boatman can decide when and how tools should be used based upon the required repair | **1** | **3** | **3** |  |
| Common repairs carried out at the boat house | Poor quality repairs, injury to rowers and potential for further equipment damage | Boatman, and rowers, by tools and poor repairs | **3** | **3** | **9** | * Suitable safety equipment to be worn by all present when carrying out repairs involving epoxy, gel coats etc. based on what the guidelines for each material * Once a repair has been made it should be checked and tested by boatman to be in a satisfactory condition before use * Solder repairs should be properly insulated after with electrical or other suitable methods | **1** | **3** | **3** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 1 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:   * Trips and Tours * Fundraising events e.g. Bake Sales * External Speaker Events | Relevant committee members – president to ensure complete. |  | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: Alex Dalgliesh | | | | | Responsible manager’s signature: Amelia Marriott | | |
| Print name: ALEX DALGLIESH | | | | Date:  23/10/20 | Print name: AMELIA MARRIOTT | | Date:  23/10/20 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

|  |  |  |
| --- | --- | --- |
| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

|  |  |
| --- | --- |
| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |