

## University of Southampton Health & Safety Risk Assessment

### 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): Amelia Marriott	Contact: <a href="mailto:boatclub@soton.ac.uk">boatclub@soton.ac.uk</a>
Guidance/standards/Reference documents	Competence requirements	
<ul style="list-style-type: none"> <li><a href="http://www.hse.gov.uk/Risk/faq.htm">http://www.hse.gov.uk/Risk/faq.htm</a></li> <li>British Rowing RowSafe Publication</li> </ul>	<b>Role:</b> [who has what H&S responsibilities for each task e.g. event stewards]	<b>Skills, experience or qualifications</b> [what training/experience has this person had to undertake their H&S responsibilities]
	Thomas Brewis-Watters Boatman & Safety Officer	SUSU health and safety training
	Safety boat drivers - Various	RYA PB2 Qualification RYA First Aid (only held by some)
Risk assessments linked – Normal operations		
<b>Watersports Centre Risk Assessment</b>	Watersports centre staff	
	Crews	Prior rowing experience (if any)

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Task	Hazards	Who might be harmed and how	Current control measures	Impact	Likelihood	Score	Additional control measures	Action by whom?	check SA/DM
Vehicle movements	Injury to rowers, damage to boats/vehicles	Users of the Watersports centre, being struck by a vehicle or trailer	<ul style="list-style-type: none"> <li>Site speed limit (5mph)</li> <li>Designated roadway</li> </ul>	1	1	1		Watersports centre staff	
Moving around the site	Slips/Trips & Falls	Users of the Watersports centre	<ul style="list-style-type: none"> <li>Steps &amp; slipway regularly pressure washed</li> <li>Hard-standing area kept clear of obstacles as much as practical</li> <li>Steps, slipway &amp; hard-standing gritted/salted if close to freezing</li> <li>Blades left on grass to side of steps prior to boating</li> <li>Trip hazards to be cleared when identified</li> </ul>	3	2	6		Site staff, SUBC members	
Moving around the site	Sharp debris on floor	Users of the Watersports centre	<ul style="list-style-type: none"> <li>Require a form of footwear to be worn (e.g. flip flops or wellies)</li> <li>Debris picked up before &amp; after sessions</li> <li>Bins provided around site</li> </ul>	2	1	2		All users of the site	
Launching & recovering boats and launches	Manual handling	Participating crews, by incorrectly lifting /handling boats or equipment	<ul style="list-style-type: none"> <li>No moving of boats without the full crew present</li> <li>Waiting for further help if necessary</li> <li>Only moving boats under the direction of a cox or coach that has been taught the correct boat handling technique</li> </ul>	4	1	4		Participating crews, Watersports staff	
Launching & recovering boats	Capsize of craft	Participating crews	<ul style="list-style-type: none"> <li>Capsize drill taken by all SUBC club members</li> <li>Coaches/captains close by for assistance</li> <li>First aid kits &amp; thermal blankets located in safety launches, boat sheds and on the hard itself</li> </ul>	2	1	2			

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Other boat movements	Manual handling, crews being hit by boats	Participating crews, by incorrectly lifting /handling boats or equipment	<ul style="list-style-type: none"> <li>Reliance on rowers' competency</li> <li>Only moving boats under the direction of a cox or another person that has been taught the correct boat handling technique</li> </ul>	3	1	3	Co-ordinating with other Watersports centre clubs/users to reduce congestion	Participating crews, SUBC members	
Recovering boats	Crash into the landing area	Participating crews and people helping at the landing stage	<ul style="list-style-type: none"> <li>Good practice by coxes</li> <li>Crews should slowly approach landing area</li> </ul>	3	1	3	Visiting/new coxes given advice on landing	SUBC Boatman, Visiting coxes	
Being on a river	Drowning	Competing crews and any other people afloat, through capsize or falling out of the craft	<ul style="list-style-type: none"> <li>All members undertake a capsize drill</li> <li>All members must be able to swim 50m in light clothing, swim underwater for 5m in light clothing and tread water for 5 minutes</li> <li>Safety launch cover</li> </ul>	3	1	3		Participating crews, safety launch crews, SUBC Boatman	
Participating in Watersports	Collision with other traffic, buoys, bridges	Injury to participating crews	<ul style="list-style-type: none"> <li>Coxes trained in the safe navigation of the river and obstacles</li> <li>New obstacles/dangers [shared] with coxes/crews as soon as they become apparent</li> <li>Safety launches to warn crews of dangers ahead</li> </ul>	4	1	4	Visiting or novice coxes to be shown river hazards on a map or from a safety launch before boating	Participating crews, safety launch crews	
Participating in watersports	Adverse weather	All participants	<ul style="list-style-type: none"> <li>All outings will be cancelled/delayed under any of the following conditions:                             <ul style="list-style-type: none"> <li>Visibility &lt;100m</li> <li>Lightning forecast or observed</li> <li>Forecast extremely heavy rain</li> </ul> </li> </ul>	4	2	8		Squad captains and safety officer	

Commented [TB(1)]: Shared

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			<ul style="list-style-type: none"> <li>○ Average windspeeds in excess of 20mph forecast</li> <li>○ Snow/hail</li> <li>○ Air temperature below -5 deg. C</li> <li>○ Any relevant weather alerts issued</li> </ul>					
Participating in watersports	Exhaustion	Participating crews	<ul style="list-style-type: none"> <li>● Coaches/coxes judgement</li> <li>● Safety launch cover</li> </ul>	3	1	3		Coaches and captains
Safety launch duties	Improper use	Safety launch crews	<ul style="list-style-type: none"> <li>● All launch drivers to hold a valid RYA Powerboat Level 2 certificate</li> <li>● All launch occupants must wear a lifejacket or suitable buoyancy aid</li> <li>● The driver must wear a kill cord at all times</li> <li>● The driver must check the launch is in suitable working order prior to engaging in safety boat duties</li> <li>● Launch drivers to maintain a lookout for other river traffic and dangers to both the launch and the escorted boats</li> <li>● Launch drivers to follow all local rules of navigation, including COLREGs</li> <li>● All occupants should be in a suitable state to 'operate machinery' (not intoxicated, exhausted or otherwise incapacitated)</li> <li>● No unnecessary passengers in any launches</li> <li>● Any person found to have broken these rules will be immediately banned from using a launch</li> </ul>	4	1	4		SUBC Boatman, safety launch drivers
Participating in watersports	Waterborne diseases	All participants	<ul style="list-style-type: none"> <li>● Any cuts or open wounds to be protected with waterproof dressings</li> <li>● Showers available in the changing rooms</li> </ul>	2	2	4		Participating crews

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			<ul style="list-style-type: none"> <li>Disinfectant handwash and wipes available in the changing rooms and at the front of the boat sheds</li> <li>First aid kits with suitable disinfectant wipes and dressings available in all launches and buildings</li> </ul>						
Participating in watersports	Excessive temperatures (+/-)	Injury to rowers, potential hypothermia or heat exhaustion	<ul style="list-style-type: none"> <li>Outings cancelled when air temperature drops below -5 deg.C and may be cancelled in heats over 36 deg.C.</li> <li>First aid kits and thermal blankets in all safety launches and boat sheds</li> <li>Reminding rowers to bring adequate clothing for the forecast weather, changes of clothing and plenty of drinking water to all sessions</li> <li>Suncream is advised when there is low cloud cover and water should be brought to every training session</li> </ul>	3	1	3			SUBC Boatman
Participating in watersports	Faulty equipment	Injury to rowers, potential for minor injuries and sinking of boats	<ul style="list-style-type: none"> <li>Reporting any faulty equipment to the Boatman so they can be repaired as soon as possible</li> <li>Cleaning boats and blades to prevent salt build-up</li> <li>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</li> </ul>	2	2	4			SUBC Members
Refuelling petrol tanks	Fire	Injury to users of fuel store and damage to the building, potential for fire	<ul style="list-style-type: none"> <li>Fuel store is locked, and alarmed, and limited people have access to it</li> <li>Guidance for safe usage of fuel store given to all users</li> </ul>	2	1	2			SUBC Committee, coaches

**Commented [TB(2):** Maybe add a maximum temperature, so that crews aren't as likely to get heat exhaustion  
Also add crews are advised to wear sun cream when there is low cloud cover

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Using tools in the boat shed	Tools causing damage to people or boats	Injury to operator and passers-by, and potential damage to boat	<ul style="list-style-type: none"> <li>• Limited access to power tools (boatman and other authorised members under instruction of the boatman)</li> <li>• 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</li> <li>• Necessary PAT tests to be carried out once every 5 years</li> <li>• Tools to be cleaned using WD40 and a rag if necessary, after use</li> <li>• All power tools to be turned off and unplugged when not in use</li> <li>• Quality of all tools to be checked at the end of each academic year by the boatman</li> <li>• If a tool is deemed unfit for further use a replacement tool will be purchased to prevent poor future repairs</li> <li>• Only the boatman can decide when and how tools should be used based upon the required repair</li> </ul>	3	1	3		SUBC committee and members	
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	<ul style="list-style-type: none"> <li>• 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</li> <li>• Once a repair has been made it should be checked and tested by boatman to be in a satisfactory condition before use</li> <li>• Solder repairs should be properly insulated after with electrical or other suitable methods</li> </ul>						

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Reviewed By:		Comments:
Responsible person (SA/DM):	Date:	
SUSU H&S manager (where applicable):	Date:	

## Assessment Guidance

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

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

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## 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.

Impact		Health & Safety	
Likelihood			
2	Minor	Rare e.g. 1 in 100,000	Injuries or illness e.g. small cut or abrasion or high level of noise
2		Unlikely e.g. 1 in 1,000	Injuries or illness e.g. basic first aid treatment even in self administered
3		Possible e.g. 1 in 1,000 chance or higher	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Moderate	1 in 100	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
5		Very Likely	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
4	Major		Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.
5	Severe - extremely significant		Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.