

AGECROFT ROWING CLUB

RISK ASSESSMENT

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INTRODUCTION

This document outlines the risks as assessed by the Agecroft Rowing Club in terms of day rowing, night rowing, fuel storage (including refuelling) and the Boat club (inclusive of Gym, kitchen, club room, changing room and boat storage area). This risk assessment will be reviewed at regular intervals throughout the year and amended in light of incidents, changing practices and new risks as they emerge.

RISK ASSESSMENT METHODOLOGY

Risk assessment is a process carried out to identify potential safety hazards and to ensure that each is properly controlled where reasonable practicable. Further it is to check whether existing safeguards and emergency plans are adequate to reduce risks to a tolerable level, or whether more action is needed. Finally it is to highlight intolerable risks to determine steps to overcome or eliminate them.

- Risk in this context arises from the likelihood and severity of an incident occurring as a result of a hazard.
- Risk reduces in direct proportion to the precautions taken.
- Risk assessments are only worthwhile if action is taken on the findings. Assessments need to be carried out by competent persons with knowledge of the activities, and locations, being assessed.

The methodology used to assess risks, is as defined by the BR within the 'Row Safe: A Guide to Good Practice in Rowing'.

RISK LEVELS USED

The below table compares the probability of an accident to the extent of harm this accident could cause to give a level of risk.

Probability of accidents	Severity of Harm		
	Slightly harmful	Harmful	Extremely harmful
Very Unlikely	Very low risk	Low risk	Low Risk
Unlikely	Low risk	Medium risk	Medium risk
Likely	Medium risk	Medium risk	High risk
Very Likely	Medium risk	High risk	Very high risk

Category of risk	Evaluation of acceptability
Very low risk	Acceptable
Low risk	Risks that should be reduced so that they are acceptable – if reasonable practicable to do so
Medium risk	
High risk	Unacceptable
Very high risk	

BOATCLUB RISK ASSESSMENT

The Boat club risk assessment covers the gym, kitchen, clubroom and boat storage area. It also includes transporting boats and equipment to and from the Boat club.

HAZARD	POTENTIAL OUTCOME	RISK RATING (LIKELIHOOD * SEVERITY)	CONTROLS	RISK RATING AFTER CONTROLS
Equipment stored in boat bays.	Trip hazards, collision with protruding riggers. Faulty.	L/M	<p>Everyone is responsible for keeping the boat bays tidy during and after usage.</p> <p>All boats to be properly racked. The boat bay floor should be kept clear.</p> <p>Boats should only be kept on trestles for short periods of time and for repair/rigging.</p> <p>Lights within the boat bay should be fully working.</p> <p>Cleaning equipment, hoses, trestles and safety equipment and steps etc should be safely stored.</p> <p>All equipment should be checked regularly to ensure it meets standards e.g. life jackets</p> <p>Boat club to be kept tidy by all members and through cleaning rota. Equipment to be cleared away and roped off when social events being held at club to prevent use.</p>	L

Equipment stored in club	Trip hazards. Faulty.	L	All equipment should be checked regularly.	VL
Weights and circuits	Trapping, asphyxiation (Bench Press and Squat machine).	M	Spotters must be used when lifting heavy weights on the Bench Press and Squat machine etc.	L
	Heightened risk of major soft tissue or back injury on failure (back squat)	M	Spotters must be present when lifting near maximum weight or squatting. No deep squatting.	L
	Back injury, pulled muscles, other soft tissue damage.	M	Proper lifting technique to be taught to new members. Rowers should warm up and stretch before and after exercises. Suitable clothing and footwear to be worn when lifting weights. Members should not try to lift weights that exceed their limits.	L
	Tripping hazard	M	Weights to be returned to safe storage areas after use.	L
	Overexertion – hyperventilation, collapse, pulled muscles, back injury, cramp, hypothermia	M	Coaches and training plans to advice on appropriate level of training. Members to follow plans. Members not to train if unwell.	L
	Falling off cycling machine	L	Members not to pedal faster than their standard. Area around cycling machine kept clear. Safety equipment should be worn if needed. Cycling machine to be checked regularly.	L
			All gym equipment to be regularly checked and repairs made if needed.	VL

Ergometers	Overexertion Injury and pulled muscles	L/M L	Coaches and training plans to advice on appropriate level of training. Members not to train on erg if unwell. Members to warm up/down and stretch before and after erging. All novices to be trained on correct erging style. Erg condition to be checked.	VL
Falling off bike on towpath	Skeletal or soft tissue injury, knocked unconscious or potential fall into Ship Canal and immersion.	M	Bikes to be in good working order. It is recommended that cyclists should wear helmets and safety equipment. Lights to be used in bad lighting.	L
Slipping on landing platform	Injury	L	Suitable shoes to be worn by rowers, coxes and coaches. Landing platforms to be cleaned and kept clear.	L
Electrical equipment	Electric shock/ fire	M	All electrical equipment PAT tested and regularly checked. Fire doors to be kept closed at all times. Fire blanket and extinguishers to be in good working order. Members to report problems.	VL
Cooking equipment and water boiler in kitchen	Fire	L	All cooking and heating equipment to be turned off after use. Kitchen to be checked before Boat club locked.	L

	Burns	L	<p>Kitchen fire door to be kept closed at all times.</p> <p>Fire blanket and extinguishers to be in good working order.</p> <p>First aiders to be known and first aid box fully stocked.</p>	L
Travel to training or competition	Accident in car/minibus/bike/walking	L/M	<p>Private cars to be well maintained and insurance in place. Minibus drivers trained and tested. Minibus in good condition. Bike in good condition and cyclists to wear suitable equipment – lights to be used in poor light.</p>	L
Boat transport	<p>Trailer overturning</p> <p>Boats coming loose from trailer</p>	<p>M</p> <p>M</p>	<p>Trailer driver must hold appropriate trailer and appropriately experienced. Trailer vehicle must be in good condition and the trailer must be serviced and equipped. All lights must be working.</p> <p>Boat ties to be checked before transport.</p> <p>BR guidelines to be followed.</p>	<p>L</p> <p>L</p>
Slipping on metal outdoor staircase	Injury	L/M	<p>Members to take care when going up and down stairs, especially when wet.</p> <p>Stairs to be cleaned when necessary.</p> <p>Sensible footwear to be worn.</p> <p>Stairs fitted with handrail and non slip surface.</p>	L
Wheel stands being moved and stored	Injury whilst moving wheel stands.	L	<p>More than one person to move stands. Area around stands to be kept clear to</p>	L

	Injury through stands not being secured appropriately.		aid with pushing in and out. Stands to be kept in good condition. Stands to be stored safely in club. Brakes on stands to be checked. Stands to not be left outside unsecured.	
Fuel storage	Fire	M/H	Fuel containers to be stored in boat bay fire cupboard. Fire equipment to be checked and available.	L
Running	Exertion – as above Personal safety and attack	L/M L/M	As above – warm up and down and stretch. Don't train when ill. Seek advice from coach on appropriate level. No runners to run alone around Quays and down tow path. Mobile phones to be taken if needed for contact. Runners should let other members know if leaving club to go running and time back. Check when the club will be locked up.	L L

WATER BASED RISK ASSESSMENT

ESSENTIAL NOTES

- Ship Canal Control Room (SCCR) must ALWAYS be telephoned before all outings to check river conditions and ship movements. Rowing must be suspended/delayed if any movements in area between Boathouse and Trafford Bridge. It is the responsibility of the launch driver to ring the Control Room.
- The Control Room must also be contacted to inform the Ship Canal Company when all boats are off the water the river. It is the responsibility of the launch driver to ring the Control Room.
- All crews and launch drivers must adhere to BR and Club Safety Plans and river circulation rules at all times. It is a crew, scullers and launch drivers responsibility to have read and understood these rules and to attend relevant safety meetings and training held by the club.
- Launch drivers are in charge of each session and must act responsibility at all times. If in doubt – don't go out.
- Launch drivers must be experienced RYA level 2 drivers.
- Launch drivers to carry mobile phone and rescue equipment. Bike coaches to carry mobile phones and throw lines.
- All coxes, launch drivers and junior rowers to wear buoyancy aid. Buoyancy aids to be checked regularly.
- Coaches to carry safety and rescue equipment.
- Suitable clothing to be worn.
- A launch must always be on the water.

HAZARD	POTENTIAL OUTCOME	RISK RATING (LIKELIHOOD * SEVERITY)	CONTROLS	RISK RATING AFTER CONTROLS
Overexertion	Hyperventilation, pulled muscles, dehydration, hypothermia, heat stroke, back injury, cramp etc	L/M	Rowers to warm up/down and stretch before and after exercise. Suitable clothing to be worn by rowers, coxes and coaches that take into consideration weather conditions (caps and t shirts and sunscreen in summer/ hats and layers in winter etc).	L

			All members to carry water/glucose drinks on outings and snack if needed.	
High stream or high wind	Being swept into obstacles	M	Check river conditions with SCCR before boating to check flow. Check long term weather conditions before boating – do not go out if weather conditions will worsen. If in doubt don't go out. Check with Club Captain and coach before boating – Club Captain and/or coach/cox to make risk assessment before boating.	L
	Capsize or swamping of boat	L/M	Seek help from launch or stay with other boats if conditions change and members find themselves on river in unsuitable conditions. Return to Boat club immediately. Rowers taught capsize drill as outlined by BR and taught to stay with boat and wait for launch. Launch to be on water at all times when boats on water.	L
Training and competing on unusual rivers	Collision, capsize, immersion and injury/infection	M	Coaches, coxes and rowers to be aware of local conditions and river obstacles. Familiarise selves with navigation, crafts, obstacles and river rules. Attend safety talks by other clubs and race organisers. Local weather reports to be obtained and advice sought from local club. If in	L

			<p>doubt don't go out.</p> <p>Check equipment is safe and meets BR standards. Insurance to be checked before use and history of equipment to be sought from local club.</p> <p>Know capsize drill.</p>	
Failing to see moving shipping	Collision, capsize, immersion and injury/infection	M	<p>Before rowing call SCCR who are aware of all programmed movements.</p> <p>Rowing must be suspended/delayed if any movements in area between Boathouse and Trafford Bridge.</p> <p>Throw bags and rescue equipment to be carried by coaches in launch and on tow path.</p> <p>First aid kits available in Boatclub and checked regularly, spare kit to be brought by all rowers, shower and towel facilities available.</p> <p>Rowers to be informed about possible infections – visit to hospital if needed.</p> <p>Know capsize drill.</p>	L
Collision with other rowing boats or WSC sailing boats/canoes etc	Collision, capsize, immersion and injury/infection	L/M	<p>All rowing boats on river will be from our boathouse.</p> <p>Circulation pattern to be adhered to.</p> <p>Novice coxes and crews to be taught circulation patterns and know river safety rules before being allowed onto the river.</p>	L

			<p>Coxes and rowers to be aware of which other boats may be on water during their outing times.</p> <p>Bow balls to be fitted securely to all boats.</p> <p>Rowers to be informed about possible infections – visit to hospital if needed.</p> <p>Know capsize drill.</p> <p>Check with WSC before using basins and assess number and type of boats using basin before boating.</p>	
Collision with floating object	Collision, capsize, immersion and injury/infection	L/M	<p>River Irwell relatively clean and Basins very clean.</p> <p>Small floating objects are hard to see even in daylight and only cause minor damage to boat.</p> <p>Coxes and rowers should try to avoid larger objects whilst keeping within circulation patterns and being aware of other boats in vicinity.</p> <p>Coxes and launch drivers should assess the type of objects in water and assess safety throughout outing.</p> <p>Rowers to be informed about possible infections – visit to hospital if needed.</p> <p>Know capsize drill.</p>	L

Avian Influenza	Virus mutation to infect human (see BR risk analysis) from virus in the water or on landing stage	L	<p>Dead birds or those in distress should not be touched. Follow BR guidance</p> <p>Prevent roosting on landing stage using suitable barrier</p> <p>Clean landing stage using a brush rather than pressure hose. PPE to include a mask and waterproof footwear</p> <p>Thoroughly wash hands after each outing</p> <p>Clean soles of footwear after each outing</p> <p>Long hair should be tied up</p> <p>Follow BR guidance BR Safety Alert Nov 21 - Bird flu</p>	L
Launch break down	<p>No safety boat to escort crews and scullers.</p> <p>Launch driver stranded.</p>	L	<p>Rowing boats return to Boathouse immediately.</p> <p>Rowing boats to either tow launch back or to ensure another launch is sent to recover the first one.</p> <p>Launch drivers carry mobile phones at all times.</p>	L
Stones/objects being thrown	Injury and capsize.	L	<p>Boats to leave area.</p> <p>Coach to contact police if necessary.</p> <p>Know capsize drill.</p>	L
Capsize (in the event of collision, turning, launching or caught crab etc)	Immersion	M/H	Crew, cox and rowers taught correct drills for boating, landing and manoeuvring safely.	L

	Becoming trapped in boat	M/H	Coxes, launch drivers and junior rowers wear life jackets. Life jackets available for novice rowers etc as well. All members can swim. Heel restraints fitted	L
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ROWING IN THE DARK

Rowing in the dark is defined as 'rowing between dusk and dawn (effectively streetlights on period)'. Daylight rowing times will be before 8:30pm and after 6:00am.

ESSENTIAL NOTES

- Ship Canal Control Room (SCCR) must ALWAYS be telephoned before all outings to check river conditions and ship movements. Rowing must be suspended/delayed if any movements in area between Boathouse and Trafford Bridge. It is the responsibility of the launch driver to ring the Control Room.
- The Control Room must also be contacted to inform the Ship Canal Company when all boats are off the water the river. It is the responsibility of the launch driver to ring the Control Room.
- No novices/juniors to row in the dark.
- Scullers must get Club Captain's specific permission.
- All crews and launch drivers must adhere to BR and Club Safety Plans at all times. It is a crew, scullers and launch drivers responsibility to have read and understood these rules and to attend relevant safety meetings and training held by the club.
- Launch drivers are in charge of each session and must act responsibility at all times. If in doubt – don't go out.
- Launch drivers must be experienced RYA level 2 drivers.
- Launch drivers are responsible for ensuring all boats are properly lit. All boats carry bow and stern white lights as per BR code for 'Rowing in the dark'.
- Launch drivers to carry mobile phone at all time.
- All coxes and launch drivers to wear safety equipment including buoyancy aid.
- Coaches to carry safety and rescue equipment.
- Boat club to inform Watersports Centre of use of basins and check other users during this time.

HAZARD	POTENTIAL OUTCOME	RISK RATING (LIKELIHOOD * SEVERITY)	CONTROLS	RISK RATING AFTER CONTROLS
Failing to see moving shipping	Collision, capsize and injury	M/H	Other boats are likely to have navigation lights. Before rowing in the dark, call SCCR who are aware of all programmed movements. Rowing must be suspended/delayed if any movements in area between Boathouse and Trafford Bridge.	L
Failure to see Princess Katherine boat	Collision, capsize and injury	M/H	Princess Katherine well lit. Mainly only runs at night on match nights – no rowing on match nights Any other nights, ask SCCR for notification of boat movements.SC	L
Failure to see other rowing boats	Collision, capsize and injury	M	All rowing boats on river will be from our boathouse. All rowing boats will be lit bow and stern with recommended lighting. Circulation pattern to be adhered to. No inexperienced scullers allowed out in the dark. Experienced scullers only allowed out with permission of Club Captain. All rowing boats will stay together in one group, under supervision of suitably lit launch. Only one group of rowers will be allowed out at once.	L
Failure to see Dock walls	Collision, capsize and injury	L	Only experienced crews and scullers to row in the Dark River is fairly well lit All crews to be accompanied by launch.	L

Not being seen by other shipping	Collision, capsize and injury	M/H	Little or no shipping movement on stretch of River Irwell (apart from Lady Katherine and LS Lowry) All boats carry bow and stern white lights as per BR code for 'Rowing in the dark'	L
Not being seen by other rowing boats	Collision, capsize and injury		See 3.	
Collision with unseen floating object	Collision, capsize and injury	M	River relatively clean Small floating objects are hard to see in daylight and only cause minor damage to boat. Larger but infrequent objects should still be visible as river is well lit. Safety launch will have small spotlight mounted on front to assist in spotting items. Coxes and launch drivers should assess the type of objects in water and assess safety throughout outing.	L
Launch break down	No safety boat to escort crews and scullers. Launch driver stranded.	L	Rowing boats return to Boathouse immediately. Rowing boats to either tow launch back or to ensure another launch is sent to recover the first one. Launch drivers carry mobile phones at all times.	L
Stones/objects being thrown	Injury and capsize.	L	Boats to leave area. Coach to contact police if necessary.	L

REFUELLING RISK ASSESSMENT

HAZARD	POTENTIAL OUTCOME	RISK RATING (LIKELIHOOD * SEVERITY)	CONTROLS	RISK RATING AFTER CONTROLS
Petrol Vapour	Petrol vapour seeps from the canister / fuel tank and penetrates through into the building. Inhalation of petrol fumes may cause ill health.	H	<p>Relocate the fuel store to within the workshop and mechanical extraction. Extraction to be on at all times to remove vapour.</p> <p>All lids and air inlets on canisters and fuel tanks to be kept closed during storage.</p> <p>Minimum quantity of fuel is to be stored.</p> <p>Fuel tanks are to be filled up outside away from building. Care must be taken to avoid spillage. A funnel/nozzle must be used during transferring fuel from a canister to the fuel tank.</p>	M
Flammable Substance	Petrol vapour is highly flammable and increases the risk of fire. Server injury and even death could result.	H	<p>Store all fuel canisters and fuel tanks within a flame proof cabinet.</p> <p>No sources of ignition are to be stored within the vicinity of the tank. Keep combustible materials to a minimum.</p> <p>Less than 50 litres is to be stored at any one time.</p> <p>Provision of fire extinguishers. Regular</p>	M

			checks.	
Slip	Petrol spill. A slip could lead to an injury.	M	<p>All lids and air in lets are to be kept closed at all times to prevent spills whilst carrying tanks.</p> <p>A funnel/nozzle is provided and must be used when transferring fuel from a canister into a fuel tank.</p> <p>Refuelling is required to take place outside of the building away from surface drains, unless severe weather permits. In this case, refuel inside the building and use a drip tray to capture spills.</p> <p>Sawdust is provided to clear up any spills. All spills must be cleared up immediately.</p>	L