

**RISK ASSESSMENT MATRIX.**

	<i>Severity of Outcome</i>		
<b>Probability of Accident.</b>	<i>Slightly harmful. (Low)</i>	<i>Harmful. (Medium)</i>	<i>Extremely harmful. (High)</i>
<i>Highly unlikely. (Low)</i>	Trivial Risk	Tolerable Risk	Moderate Risk
<i>Unlikely (Medium)</i>	Tolerable Risk	Moderate Risk	Substantial Risk
<i>Likely (High)</i>	Moderate Risk	Substantial Risk	Intolerable Risk

**RISKS AND ACTIONS.**

<b>RISK LEVEL</b>	<b>ACTION AND TIMESCALE</b>
Trivial	No action required.
Tolerable	No additional controls are required. Consideration may be given to a more effective solution or improvement.
Moderate	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined period. Where the moderate risk is associated with harmful/serious consequences further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Substantial	The activity should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves activity already in progress, urgent action should be taken.
Intolerable	Activity should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources activity has to remain prohibited.

Acknowledgment: Risk assessment matrix and Risks and Actions matrix – from Henley Open Events Long Distance Races.

Hazards, Possible outcomes, planned action to control, boat risk – 2003 South Coast Championships, Christchurch R. C. Upper Thames Small Boats.

Oxford Academicals Rowing Club Risk assessment.

**BEFORE EVERY OUTING – CHECK THE TIDE TIMES, WEATHER FORECAT and SEA/RIVER CONDITIONS . CARRY OUT EQUIPMENT CHECKS – BUNGS/HATCHES/BOUYANCY TANKS/HEEL RESTRAINTS. IF IN DOUBT – DON'T GO OUT!**

RISK (Possible hazard)	Possible Outcome. (Risks involved)	Probability H/M/L	Severity H/M/L	Risk Level	Planned Action to Control. (Preventative Action.)	Person(s) Responsible
<b>ON RIVER.</b>						
Rough river conditions	Sinking/Swamping/ Exhaustion/capsize*.	Medium	Medium	Moderate	<p>Junior/Novice competence chart to be considered before outing.</p> <p>Juniors to be accompanied by Safety Launch with qualified coach/launch driver and boats to stay in a group close to launch</p> <p>Dangers hi-lighted as part of the induction process and on the Water Safety Notice-board.</p> <p>Session "Boat Log" to be filled in showing boat name, Identity number, number of persons, time out, time in.</p> <p>Condition of boat to be checked before outing – in particular heel-restraints &amp; bailers.</p> <p>Risk assessment before outing – if in doubt – don't go out.</p> <p>Weather forecast to be checked before outing – and outing aborted if weather conditions unsuitable</p> <p>No Novice sculler to go afloat unaccompanied, even in own scull.</p> <p>A "buddy" system to be employed so always at least two scullers present.</p>	<p>Coach</p> <p>Coach/Launch driver</p> <p>CWSA/Rowing Captain/Coach.</p> <p>Crew</p> <p>Crew</p> <p>Crew/Coach</p> <p>Crew</p> <p>Sculler</p> <p>Sculler</p>
Other water users (including other crews/scullers)	Collision/sinking/ swamping/ capsize*. Skeletal and soft tissue injury or knocked unconscious.	Medium	Medium	Moderate	<p>Junior/Novice competence chart to be considered before outing.</p> <p>Juniors to be accompanied by Safety Launch with qualified coach/launch driver and boats to stay in a group close to launch</p>	<p>Coach</p> <p>Coach/Launch Driver</p>

RISK (Possible hazard)	Possible Outcome. (Risks involved)	Probability H/M/L	Severity H/M/L	Risk Level	Planned Action to Control. (Preventative Action.)	Person(s) Responsible
Other water users (including other crews/scullers) cont..					<p>Dangers hi-lighted as part of the induction process and on the Water Safety Board.</p> <p>Capsize drill &amp; swim test to be undertaken before going afloat.</p> <p>Coaching/Safety launch to carry throw-line. Safety Bag with First-Aid kit, Exposure Blankets, Towing line, Sound signal device and knife to be carried in Safety/Coaching launch</p> <p>Condition of boat to be checked before outing – in particular heel-restraints, bailers and bow balls on sculls.</p> <p>Risk assessment before outing – if in doubt – don't go out.</p> <p>No Novice sculler to go afloat unaccompanied, even in own scull.</p> <p>A "buddy" system to be employed so always at least two scullers present.</p>	<p>CWSA/Rowing Captain/Coach.</p> <p>CWSA/Rowing Captain/Coach.</p> <p>Coach/Launch driver</p> <p>Coach/Crew</p> <p>Coach/Crew</p> <p>Sculler</p> <p>Sculler</p>
Capsize*	Immersion, feet caught, hypothermia, hit by blade, drowning.	Low	Medium	Tolerable	<p>Junior/Novice competence chart to be considered before outing.</p> <p>Juniors to be accompanied by Safety Launch with qualified coach/launch driver and boats to stay in a group close to launch.</p> <p>Dangers hi-lighted as part of the induction process and on the Water Safety Notice-board.</p> <p>Capsize drill &amp; swim test to be undertaken before going afloat at Cowes.</p> <p>Coaching/Safety launch to carry throw-line. Safety Bag with First-Aid kit, Exposure Blankets, Towing line, Sound signal device and knife to be carried in Safety/Coaching launch.</p>	<p>Coach</p> <p>Coach/Launch Driver</p> <p>CWSA/Rowing Captain/Coach.</p> <p>CWSA/Rowing Captain/Coach.</p> <p>Coach/Launch driver</p>

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Capsize cont .... *					Condition of boat to be checked before outing – in particular heel-restraints, bailers and bow balls  No Novice sculler to go afloat unaccompanied, even in own scull. A “buddy” system to be employed so always at least two scullers present.	Coach/Crew  Sculler  Sculler
Over-exertion (illness/injury in boat).	Pulled muscles, Hyperventilating, Cramp, Hypothermia.	Low	Low	Trivial.	Risk assessment before outing – if in doubt – don’t go out.  Rowers taught to stay with boat. Juniors to be accompanied by Safety Launch with qualified coach/launch driver and boats to stay in a group close to launch Dangers hi-lighted as part of the induction process and on the Water Safety Notice-board. Rowers to warm-up, warm-down and stretch. Checked and stocked First Aid kit available.	Coach/CWSA  Coach/CWSA Coach/Launch driver  CWSA/Rowing Captain/Coach. Coach/Crew CWSA
Running aground.	Damage to boat, injury to person.	Medium	Low	Tolerable	Checked and stocked First Aid kit available.  Juniors to be accompanied by Safety Launch with qualified coach/launch driver and boats to stay in a group close to launch.	CWSA  Coach/Launch Driver
Dusk/after dark.	Collision/Running aground	High	Medium	Substantial	If there is any possibility that darkness will begin to fall before the outing is completed, suitable lights are to be attached to boats and the coaching/ safety launch Planned rowing at night is considered to be "high risk" and is prohibited by the Club.	Crew/Coach/ Launch Driver.  All

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<b>ON THE RIVER (specific/additional)</b>						
Other Water Users/Other Club boats.	Collision/sinking/swamping/capsize*.	Low	Low	Trivial.	River navigation rules to be explained and observed. Correct use of VHF Marine radio procedure when available to advise Folly Berthing Master (CH72) of activities and monitor for other craft. (Ch69)	CWSA/Coach/ Coxswain /Steers Person/Crew/
					There is a 6 knot speed limit on the river Medina the Safety/Coaching Launch to observe speed limit and cut wash when passing other craft/moored boats & pontoons. (Except in an emergency) If practical record details of other river users who exceed speed limit, fail to observe the Navigation rules of the river or swamp boats through excessive wash – and report to Folly Berthing Master / Cowes Harbour Master. Inexperienced coxswains/steer persons/scullers to be accompanied by Safety/Coaching launch until acceptable level of experienced/ skill established.	Coach/Launch driver.  Coach/Launch Driver/Crew.
	Folly Straight.	Low	Medium	Tolerable	Particular care to be taken on Folly straight at all times - significant boat movements take place. During busy periods training pieces must not be undertaken on the Folly straight. NOTE. During summer Months Folly Straight particularly busy on Sunday mornings between 9.00am and 11.00am. but a vigilant watch should be made for other craft leaving or arriving at all times.	Coach/RSC  Coach/Crew/ Launch Driver.

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<b>LAUNCHING/ RECOVERY. (Public slipway/river bank at Folly)</b>						
Slipway condition (weed/damage)	Slipping over, tripping. Collision, dropping the equipment.	Medium	Low	Tolerable	Everyone available to assist with carrying the boat.  Care to be taken – do not rush. Look out to be maintained.  If slipway slippery or damaged extra care to be taken. Local authority to be advised. Must be aware of tides times and plan timing of outing accordingly.	Crew/Coach  Crew/Coach Coxswain/Coach/ Crew member. Crew/Coach/ CWSA  Crew/Coach
Slipway – other users.	Delay/collision/obstruction	Low	Low	Trivial	If not possible to manoeuvre around obstacle then wait for it to be moved. Apply “first come/first serve” logic. Trestles to be available for boats  Access to/from the slipway for other users must be maintained at all times. Boats and equipment should not be left unattended other than for very short periods. Boat and equipment left unattended must be moved to the far side of the slipway so access is available to other users.	Crew/Coach  Crew/Coach
Launch & recovery.	Capsize, swamping, dropping the boat.	Medium	Low	Tolerable	Care to be taken when placing the boat in the water/lifting the boat from the water with everyone available helping. While in the water alongside, past the end or on the slipway at least one person to be holding the boat at all times. Blades/Sculls to be put in first/taken out last to help stabilize boat.	Crew/Coach  Crew/Coach  Crew

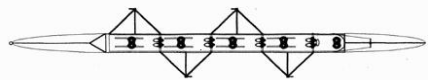
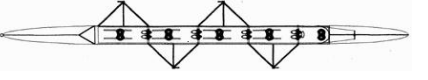
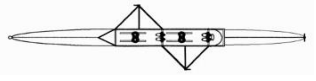
Need to add - circulation pattern when boating/returning to slipway and on the River.

Need to review and add - TIDAL FLOW CHARTS – TRAFFIC LIGHT ASSESSMENT OF RISK AT VARIOUS STATES OF TIDE CONDITIONS – LAUNCHING and UNDERWAY.

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<b>ONSHORE/LAND</b>						
Folly Inn Car Park/Public Car Parl/Lane.	Fall and/or injury when carrying boats and equipment/or whilst being loaded/unloaded from boat trailers.	Low	Low	Trivial	All crews to be instructed on proper lifting technique. Sufficient members to assist with carrying/loading/unloading boats and equipment.	Coach
	Road traffic accident. Obstructions from parked cars/potential for traffic accident. Speeding Cars	Low	Medium	Tolerable	One crew member/coach to watch for and stop traffic if necessary. Dangers to be hi-lighted as part of induction process. High Visibility clothing to be worn at night. Juniors to be supervised.	Coach/Club  Coach/Rowing Captain/CWSA. Crew.
	Collision with/obstruction from Vehicles & Trailers in Car Parks/Lane.	Low	Low	Trivial	Always seek permission of Car Ferry operator to park in Car Ferry Car Park and obey instructions/directions given.	Coach/Stroke.
	Items obstructing path.	Low	Low	Trivial	Plan ahead to avoid obstruction.	Crew
Equipment stored in boat house.	Trip hazard, collision with protruding riggers.	Low	Substantial	Medium	All boats to be properly racked. Only boats being rigged or repaired to be stored on trestles. First Aid equipment available.	Rowing Captain. CWSA Crew/Coaches, Rowing Captain.
Lifting Boats	Back injury, muscular, skeletal or abrasion injury	Low	Medium	Tolerable	All crews to be instructed on proper lifting technique. Novice/Junior boats to be stored on easy access racks	Coaches  Rowing Captain.


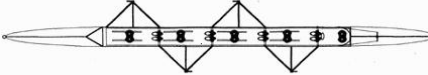
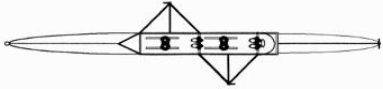
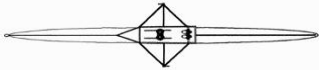
CWSA = Club Water Safety Advisor. RSC = Rowing Sub Committee.

**BOAT RISK ASSESSMENT.**

Boat description and number in crew.	Collision Risk	Capsize Risk	Sinking/ Swamping Risk	Risk Level.	Diagram
<p>River Coxed Four/ Quad. C4+/C4x+</p> <p>4 Rowing/Sculling + Cox = 5.</p>	<p>Low – has coxswain so is steered. Fast.</p>	<p>Low – four blades or four sets of sculls so stable – but River boat so less stable than Coastal Boat - main risk remains equipment failure.</p>	<p>Medium – limited buoyancy will sink to rigger height.</p>	<p>Tolerable.</p>	
<p>River Coxless Four/ Quad. C4-/C4x-</p> <p>4 Rowing/Sculling.= 4.</p>	<p>High – no coxswain steered by one of crew. Fast.</p>	<p>Low – four blades or four sets of sculls so stable – but River boat so less stable than Coastal Boat - main risk remains equipment failure.</p>	<p>Medium – limited buoyancy will sink to rigger height.</p>	<p>Moderate.</p>	
<p>River Coxless Pair/Double.</p> <p>C2-/C2x- Two rowing/sculling.</p>	<p>High – no coxswain steered by one of crew. One can pull the other round when sweeping. Relatively slow.</p>	<p>Medium – one blade each side if sweep – two if a double – less risk– but River boat so less stable than Coastal Boat - main risk remains equipment failure.</p>	<p>Medium - limited buoyancy.</p>	<p>Moderate.</p>	

BOAT RISK ASSESSMENT continued....



Boat description and number in crew.	Collision Risk	Capsize Risk	Sinking/ Swamping Risk	Risk Level.	Diagram
River Single Scull. C1x One Sculling.	Medium – no coxswain – steered by sculler. Relatively slow.	High – one scull each side and not very stable	Low – very buoyant.	Moderate	
Coastal Coxed Four/ Quad. C4+/C4x+ 4 Rowing/Sculling + Cox = 5.	Low – has coxswain so is steered. Fast.	Low – four blades or four sets of sculls so stable – main risk is equipment failure.	Medium – limited buoyancy will sink to rigger height.	Tolerable.	
Coastal Coxless Pair/Double. C2-/C2x- Two rowing/sculling.	High – no coxswain steered by one of crew. One can pull the other round when sweeping. Relatively slow.	Medium – one blade each side – high risk is equipment failure.	Medium - limited buoyancy.	Moderate.	
Coastal Single Scull. C1x One Sculling.	Medium – no coxswain – steered by sculler. Relatively slow.	High – one scull each side and not very stable.	Low – very buoyant.	Tolerable.	

NOTES:

- 1) Prepared assuming same level of skill present in each boat, plus where applicable reasonably trained coxswain.
- 2) Risk multiply for Novice/inexperienced crew and coxswains and in rougher conditions.

Dangers hi-lighted as part of the induction process and on the Water Safety Notice-board.